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# PETS

## PROPERTY AND EVIDENCE TRACKING SYSTEM

### *STUDENT GUIDE*

*Ver.P3*







1. PETS Login and Navigation.....	3
2. Reserve Invoice.....	13
3. Generate Worksheet .....	19
4. Create Invoice (Non-Vehicle) .....	25
5. Update an Approved Invoice (Non-Vehicle).....	51
6. Create Invoice (Vehicle) .....	69
7. Update an Approved Invoice (Vehicle).....	93
8. Search Invoice.....	111
9. Copy Invoice .....	117
10. Pending Approvals .....	125
11. Print Invoice.....	131
12. Void Invoice .....	137
13. Request for Change of Category .....	141
14. Request for Laboratory Examination .....	147
15. Request for Retention .....	157
16. Vehicle Inspection .....	165
17. Invoice Putaway.....	173
18. Initiate Transfer .....	177
19. Intake Property.....	189
20. Return to Owner.....	199
21. Physical Inventory.....	211


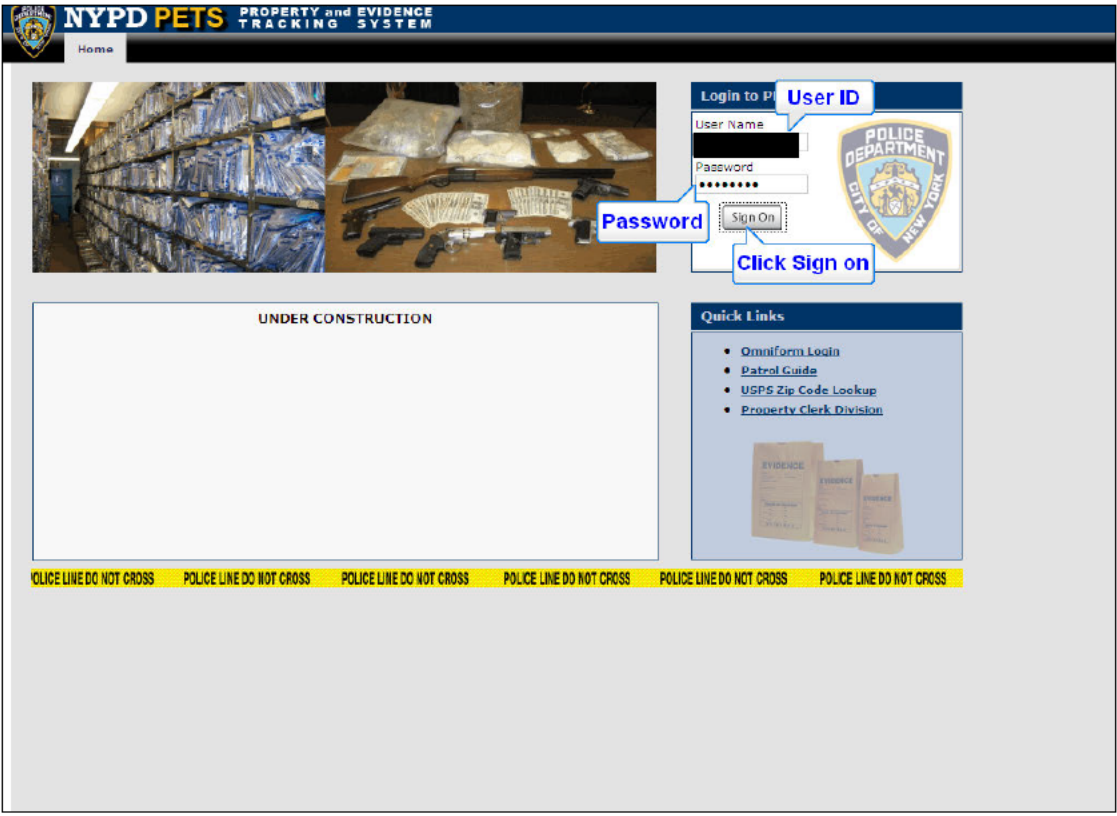




## 1. PETS Login and Navigation

The following document explains how to Login to the PETS application and navigate throughout the application.

### 1.1 PETS Log In Screen

Steps	Screen View
<ol style="list-style-type: none"><li>1. Navigate to the Finest Portal, Select "Computer Applications", then select the PETS application link.</li><li>2. The initial PETS Login Screen appears.</li><li>3. Enter your User Name and Password and click </li></ol>	



4. The initial PETS screen appears. The PETS interface is divided into three areas: The Header Area, Menu Bar, and Content Area.

**Header Area of Initial PETS Screen**

**Menu Bar**

**Content Area**

5. The Header Area displays your Login name on the top right corner of the screen and the link to Log out.
6. The main part of the Header Area consists of different Functional Tabs such as Invoice, Transfer, Release/Disposition, and Reports.
7. Each Functional Tab contains a grouping of similar functions. As you select a Functional Tab the Menu Bar on the left side of the screen displays the functions available.

**Functional Tabs**

**User ID**



8. Click on **Invoice**  
The Invoice functions available are displayed in the Menu Bar.
9. Any of the functions listed can be initiated by simply clicking on the function name.

The screenshot shows the 'NYPD PETS' interface with the 'Invoice' tab selected. The 'Invoice Functional Tab' is active, displaying a search form. The form includes fields for 'Date From', 'Date To', 'Invoicing Command', 'Invoice No.', 'PETS No.', 'Storage No.', 'Officer', 'Invoicing Officer', 'Tax No.', 'Last Name', 'First Name', 'Command Code', 'Individual Type', 'Last Name', 'First Name/ Business Name', 'Arrest No.', 'Complaint No.', 'Summons No.', 'Vehicle Plate No.', and 'VIN No.'. A 'Search Invoice' button is located at the bottom right of the form. The left sidebar contains a menu with options like 'Search', 'New', 'Update', 'Pending Approvals', 'Request for Laboratory Examination', 'Request for Change Of Category', 'Request for Retention', 'Request for Hold', 'Print Invoice', 'Invoice Summary', 'Void', 'Vehicle Inspection', and 'Putaway'.

10. Click on **Transfer**  
The Transfer functions available are displayed in the Menu Bar.
11. Any of the functions listed can be initiated by simply clicking on the function name.
12. All the functional Tabs act in this way.

The screenshot shows the 'NYPD PETS' interface with the 'Transfer' tab selected. The 'Transfer Functional Tab' is active, displaying a search form. The form includes fields for 'PTR Search Criteria', 'From', 'To', 'Origin', 'Destination', 'PTR No.', and 'PETS No.'. A 'Find PTR' button is located at the bottom right of the form. The left sidebar contains a menu with options like 'Search PTR', 'Initial', 'Cash', '1st Platoon Transfer', 'Intake', 'Putaway', and 'Pull'.



13. Return to the Invoice Functional Tab by clicking on

**Invoice**

14. Click **New Invoice**
15. The "Start Screen" of the Create Invoice process now appears in the Content Area.

16. Whenever you see



Field level definitions can be seen by pointing your mouse on icon.

17. Fields marked with a \* are mandatory. You must complete all the mandatory fields in order to proceed.



18. When you have completed all the desired or mandatory information for any screen, click
- Next** or **Save & Continue** to proceed to the next screen.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome GREGORY LOCKE | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice

Update

Pending Approvals

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

Request for Hold

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

Start MOS Owner(s) / Compl(s) Prisoner(s) Article(s) Packaging Remarks Sign Off

You Have 2 Outstanding Invoices | View Invoices

Invoice Date 08/30/2010

Copy pedigree information from existing invoice number: Copy

Property Type \* GENERAL PROPERTY

Property Category \* ARREST EVIDENCE

Invoicing Command \* 018-13TH PCT.

Back Next

Click Next

19. If a mandatory field is incomplete when you attempt to proceed, the field will be highlighted in red and an error message will display at the top of the Content Area.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome GREGORY LOCKE | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice

Update

Pending Approvals

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

Request for Hold

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

Start MOS Owner(s) / Compl(s) Prisoner(s) Article(s) Packaging Remarks Sign Off

You Have 2 Outstanding Invoices

Invoice Date 08/30/2010

Copy pedigree information from existing invoice number: Copy

Property Type \* GENERAL PROPERTY

Property Category \* ARREST EVIDENCE

Invoicing Command \* --Select--

Back Next

Invoicing Command is required.

Validation Description

Validation Error





20. If you want to return to the previous screen don't use the browser's back button.



21. Instead use the PETS **Back** button typically displayed at the bottom of the Content Area.

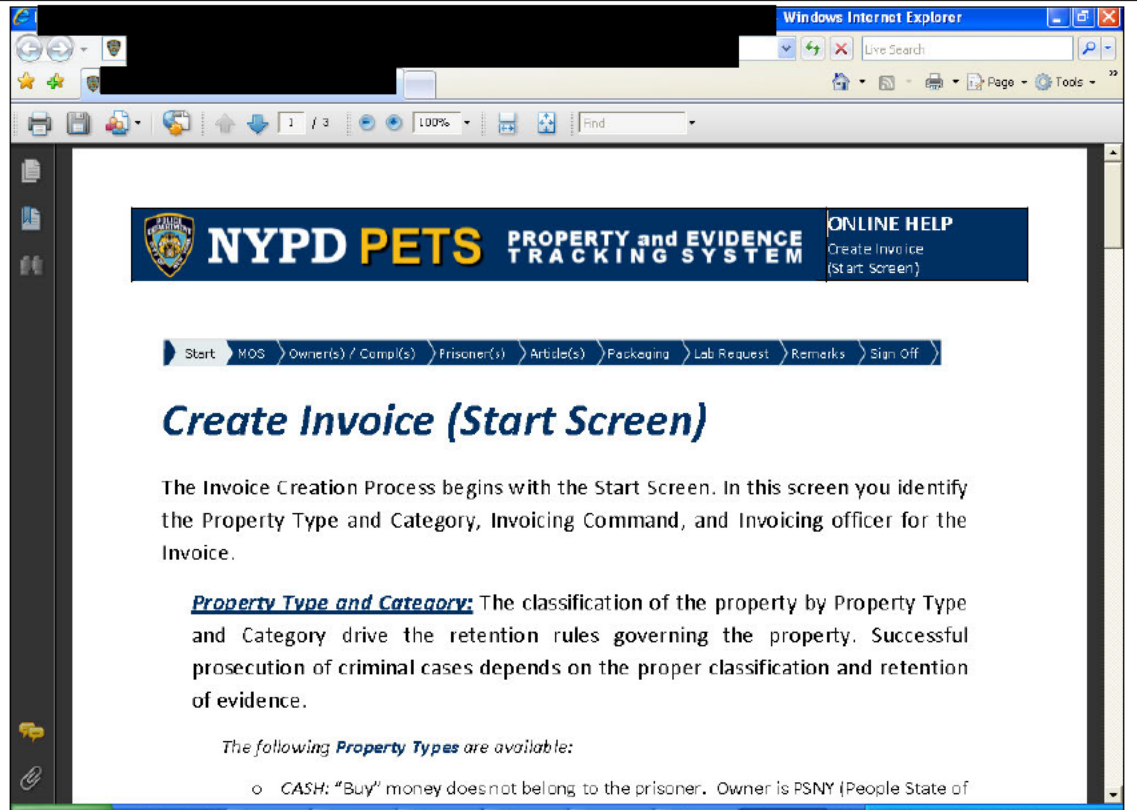
22. Each step of the Create Invoice Process has Online Help files to guide you through the process. To view Online Help click the Help Icon



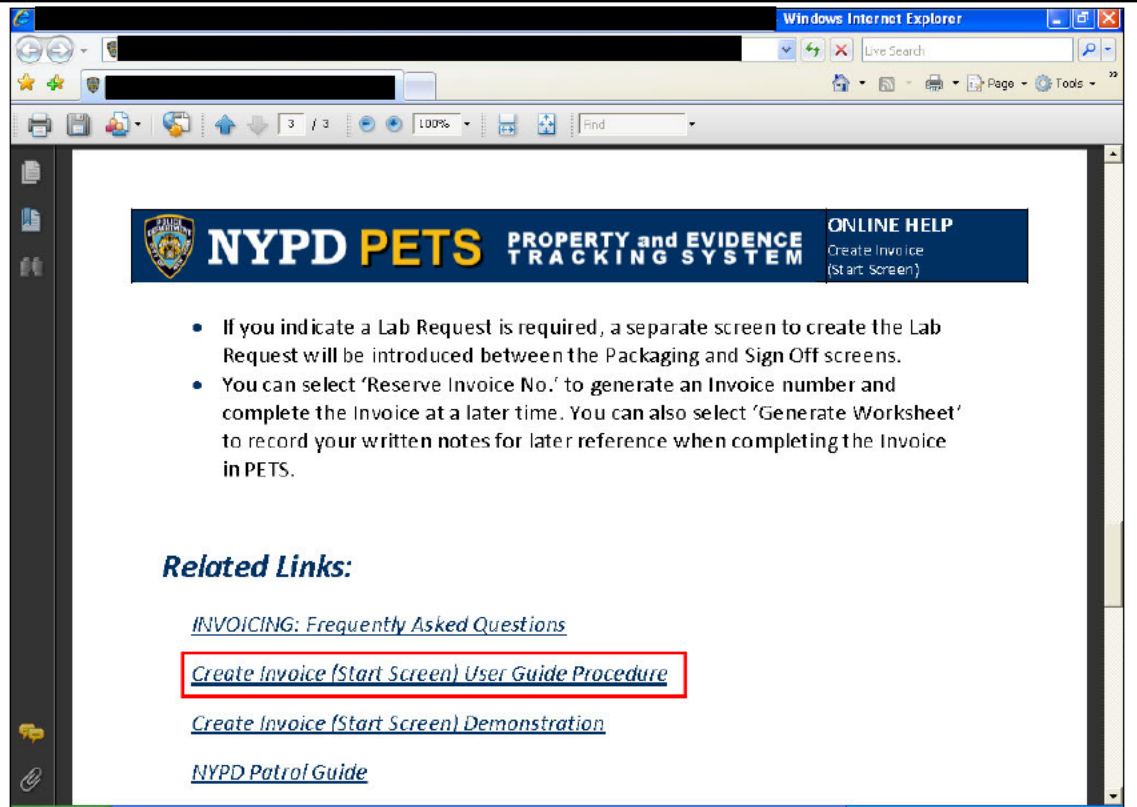




23. A Help File will display as a PDF document. You can scroll through the Help File to learn about the transaction.



24. At the bottom of every Help File there is a listing of Related links. If more detailed instruction is required you can view the associated User Guide Procedure.





25. The User Guide Procedure will provide a step by step explanation of the transaction along with detailed screen shots.
26. Once complete click



on the top of the PDF widow to return to the original Help File.

### 1. Create Invoice (Non-Vehicle)

The following document explains how to create an Invoice (Non-Vehicle) in PETS. Upon completion the user will be able to create an Invoice for the following Property Types.

- Cash
- Controlled Substances
- Firearms
- Forensic Evidence
- General Property
- Jewelry
- Other

**1.1 Create Invoice (Non-Vehicle): START SCREEN**

27. If you want to view in interactive demonstration of the transaction click on the associated Demonstration link.

### ONLINE HELP



Create Invoice (Start Screen)

- If you indicate a Lab Request is required, a separate screen to create the Lab Request will be introduced between the Packaging and Sign Off screens.
- You can select 'Reserve Invoice No.' to generate an Invoice number and complete the Invoice at a later time. You can also select 'Generate Worksheet' to record your written notes for later reference when completing the Invoice in PETS.

#### Related Links:

- [INVOICING: Frequently Asked Questions](#)
- [Create Invoice \(Start Screen\) User Guide Procedure](#)
- [Create Invoice \(Start Screen\) Demonstration](#)
- [NYPD Patrol Guide](#)

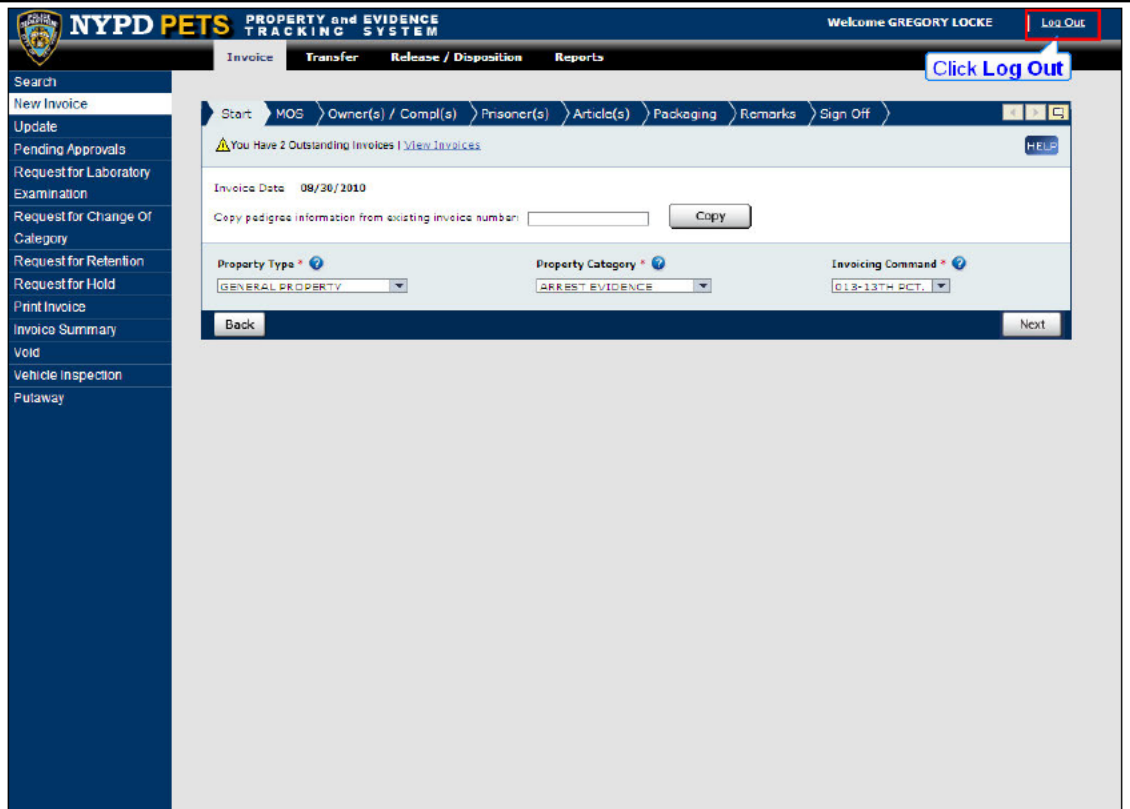


28. The demonstration will begin to play in the same PDF window. You can watch the demonstration to observe the actual transaction being performed.
29. Once complete click  on the top of the PDF window to return to the original Help File.
30. Once complete with the Help File click .



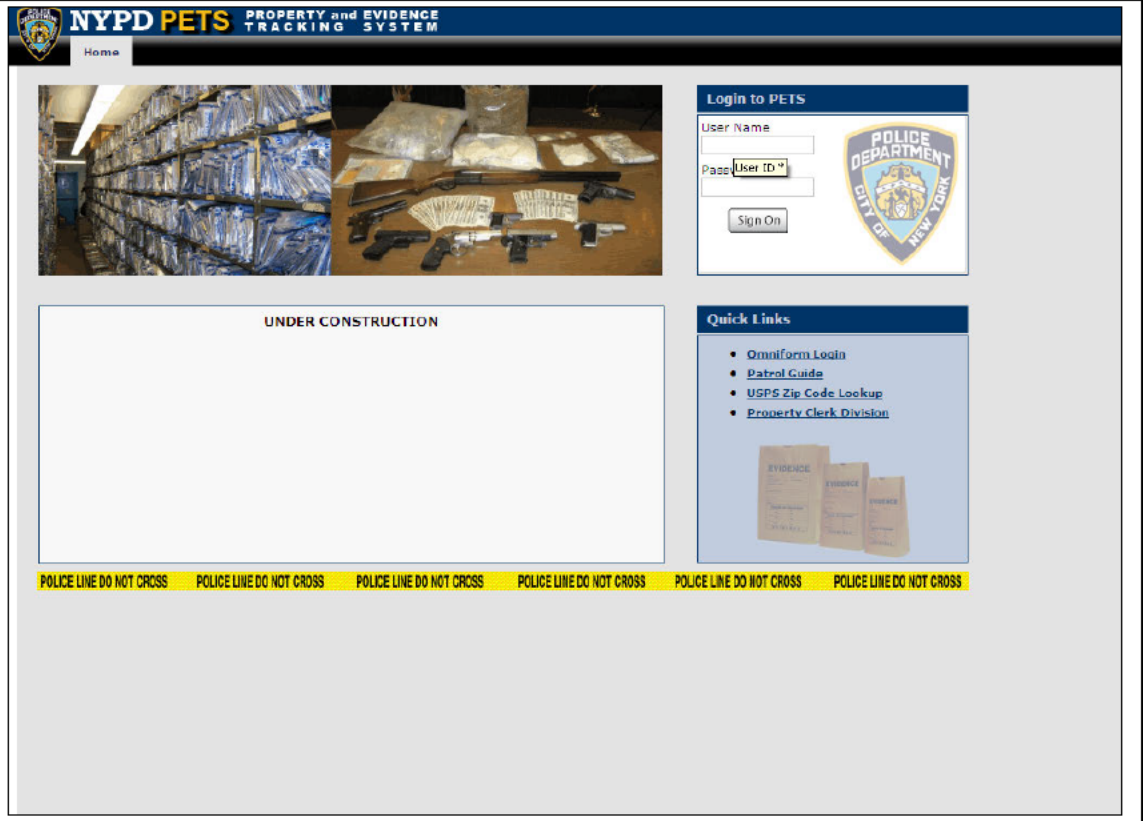
31. To Log Out from PETS click on

[Log Out](#)





32. Congratulations you have successfully logged out from NYPD PETS system.



### **Summary: PETS Login and Navigation**

You should now be able to Login to the PETS application and navigate throughout the application.



## 2. Reserve Invoice

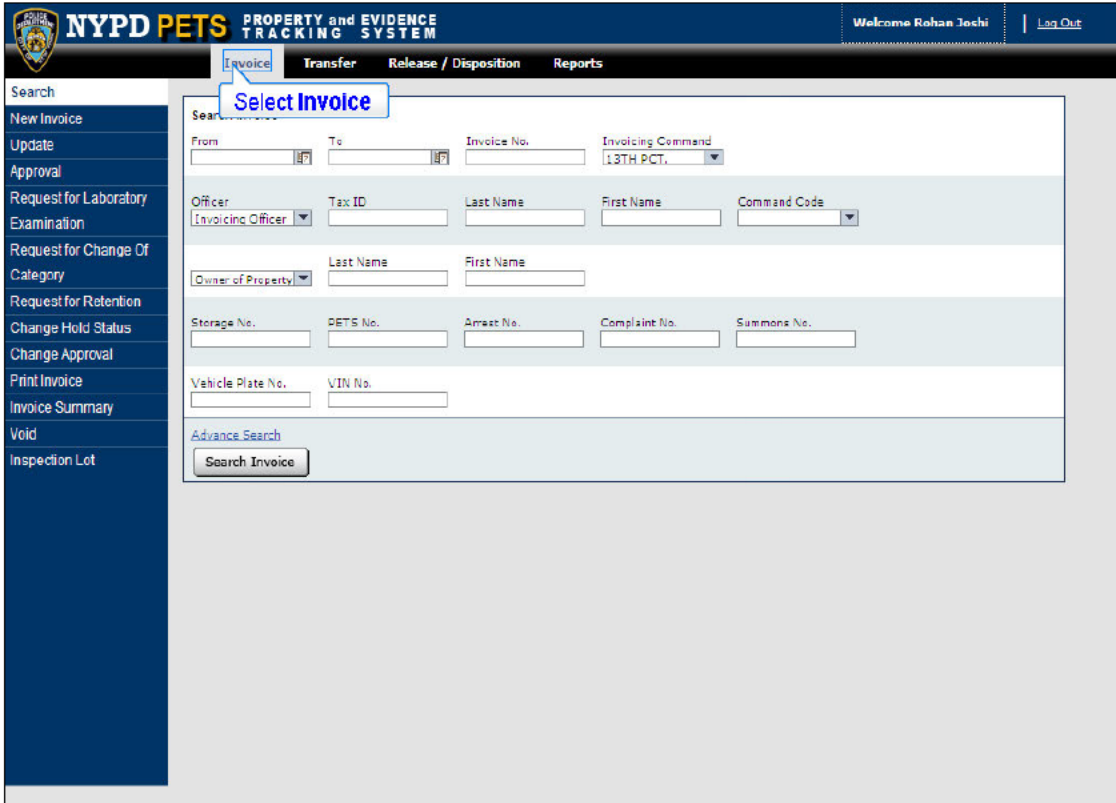
The following document explains how to Reserve an Invoice No. in PETS. Once the user Reserves an Invoice No. they can exit PETS and complete the Invoice process at a later time. Upon completion the user will be able to reserve an Invoice for the following property types:

- Cash
- Controlled Substance
- Explosive
- Firearm
- Forensic Evidence
- General Property
- Jewelry
- Vehicle





## 2.1 Reserve Invoice: START SCREEN

Steps	Screen View
1. From the initial PETS screen, select the <b>Invoice</b> tab.	



### Steps

### Screen View

2. From the Invoice menu select

**New Invoice**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM  
Welcome Rohan Joshi | Log Out

Invoice Transfer Release / Disposition Reports

Search Invoice

From To Invoice No. Invoicing Command  
13TH PCT.

Officer Tax ID Last Name First Name Command Code  
Invoicing Officer

Owner of Property Last Name First Name

Storage No. PETS No. Asset No. Complaint No. Summons No.

Vehicle Plate No. VIN No.

Advance Search  
Search Invoice

3. Select the appropriate Property Type, Property Category, and Invoicing Command. (mandatory)

4. Once complete click

**Next**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM  
Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Transfer Reports

Start MOS Owner(s) / Compl(s) Prisoner(s) Article(s) Packaging Remarks Sign Off

You Have 0 Outstanding Invoices | View Invoices

Invoice Date: 05/20/2010

Copy an existing invoice Copy

Property Type \* Property Category \* Invoicing Command \*

General Property Arrest Evidence 045-45TH PCT.

Back Next

Click Next



#### Steps

#### Screen View

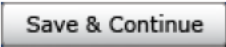

5. Enter the Invoicing Officer's Tax No. and click **Validate** to auto populate the Officer's information. If the Officer is Non-NYPD you must manually enter the Officer's information. (mandatory)
6. Once complete click **Reserve Invoice No.**

7. Congratulations you have successfully Reserved an Invoice No.





### Notes:

- On the Start screen (step 6): You can choose to continue with the Create Invoice process by selecting 
- You can choose to  to record your written notes.

### Summary: Reserve Invoice

You have successfully reserved an Invoice No. in PETS. Once an Invoice No. is reserved you can exit PETS and complete the Invoice process at a later time.

You should now be able to Reserve an Invoice No. for the following Property Types:

- Cash
- Controlled Substance
- Explosive
- Firearm
- Forensic Evidence
- General Property
- Jewelry
- Vehicle

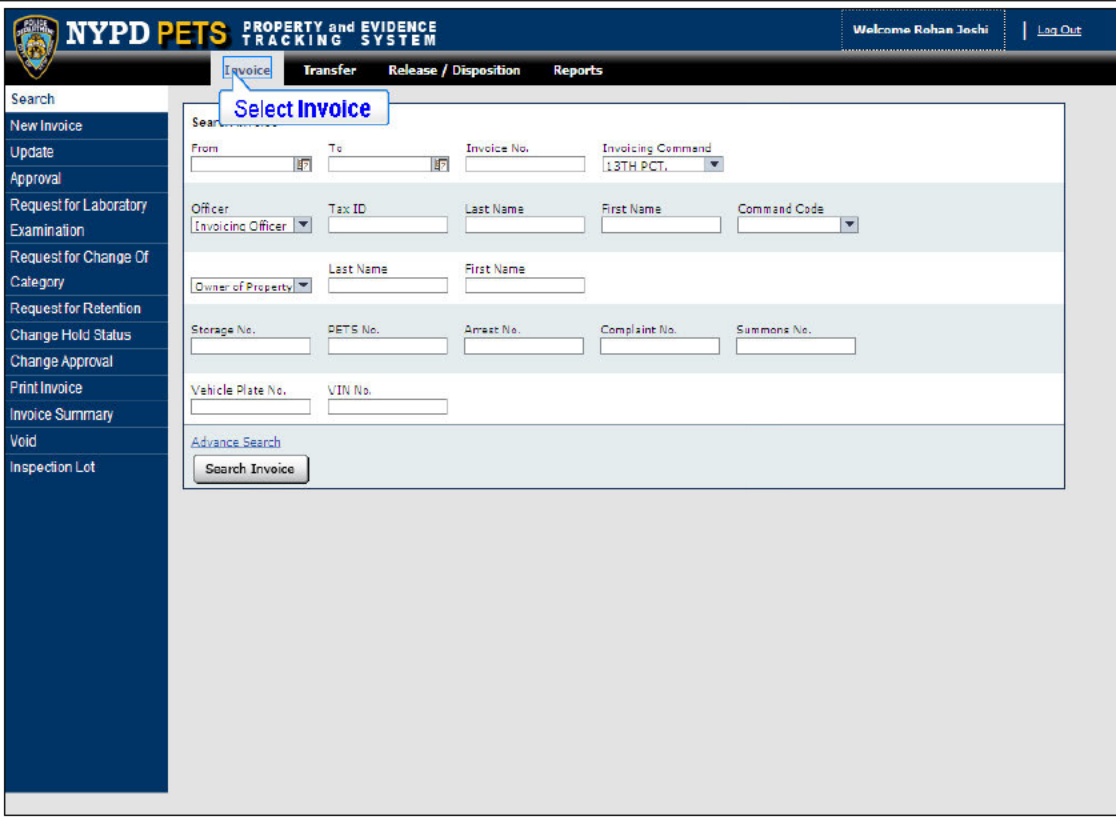




## 3. Generate Worksheet

The following document explains how to generate an Invoice Worksheet (Scratch Copy) in PETS. Upon completion the user will be able to Reserve an Invoice No. (prerequisite) and generate an Invoice Worksheet to record handwritten notes.

### 3.1 Generate Worksheet START SCREEN

Steps	Screen View
1. From the initial PETS screen, select the <b>Invoice</b> tab.	



### Steps

2. From the Invoice menu select

**New Invoice**

### Screen View

3. Select the appropriate Property Type, Property Category, and Invoicing Command. (mandatory)
4. Once complete click

**Next**



# NYPD PETS

## PROPERTY and EVIDENCE TRACKING SYSTEM

Generate Worksheet

### Steps

5. Enter the Invoicing Officer's Tax No. and click **Validate** to auto populate the Officer's information. If the Officer is Non-NYPD you must manually enter the Officer's information. (mandatory)
6. Click **Reserve Invoice No.** to Reserve an Invoice No. (mandatory)
7. Once complete click **Generate Worksheet**

### Screen View

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome Rohan Joshi | Log Out

Invoice: 2000000104 Invoice Date: 04/30/2010

Property Type: General Property Property Category: Arrest Evidence Invoicing Command: 045-45TH PCT. Is a "Request for Laboratory Examination": No

Invoicing Officer: KEY, ELESEA Tax ID: 903123 Command: 106 PRECINCT

Buttons: Reserve Invoice No., Generate Worksheet, Save & Continue

8. A "Print Preview" window appears.
9. Click

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Property Clerk Invoice


Invoice No. 2000000104

Invoice Date: 04/30/2010 Invoicing Command: 45TH PCT. Property Type: GENERAL PROPERTY Category: ARREST Status: WORKSHEET

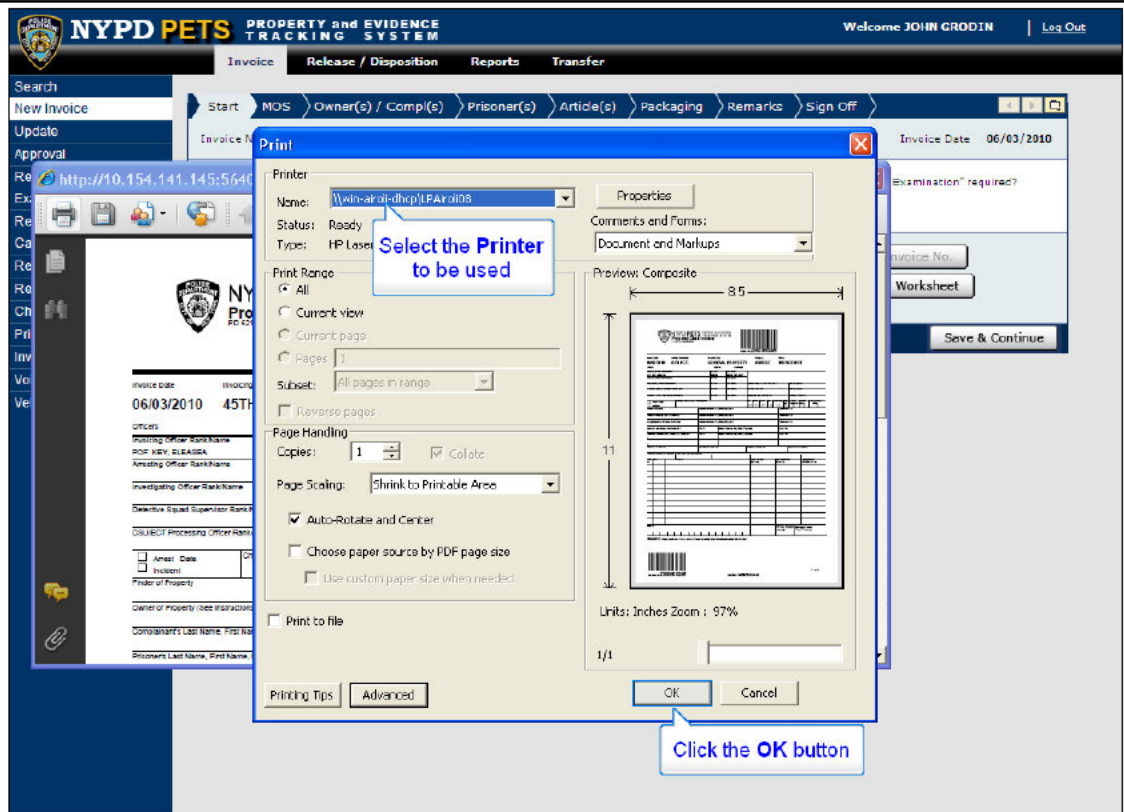
Buttons: Print, Save & Continue




### Steps

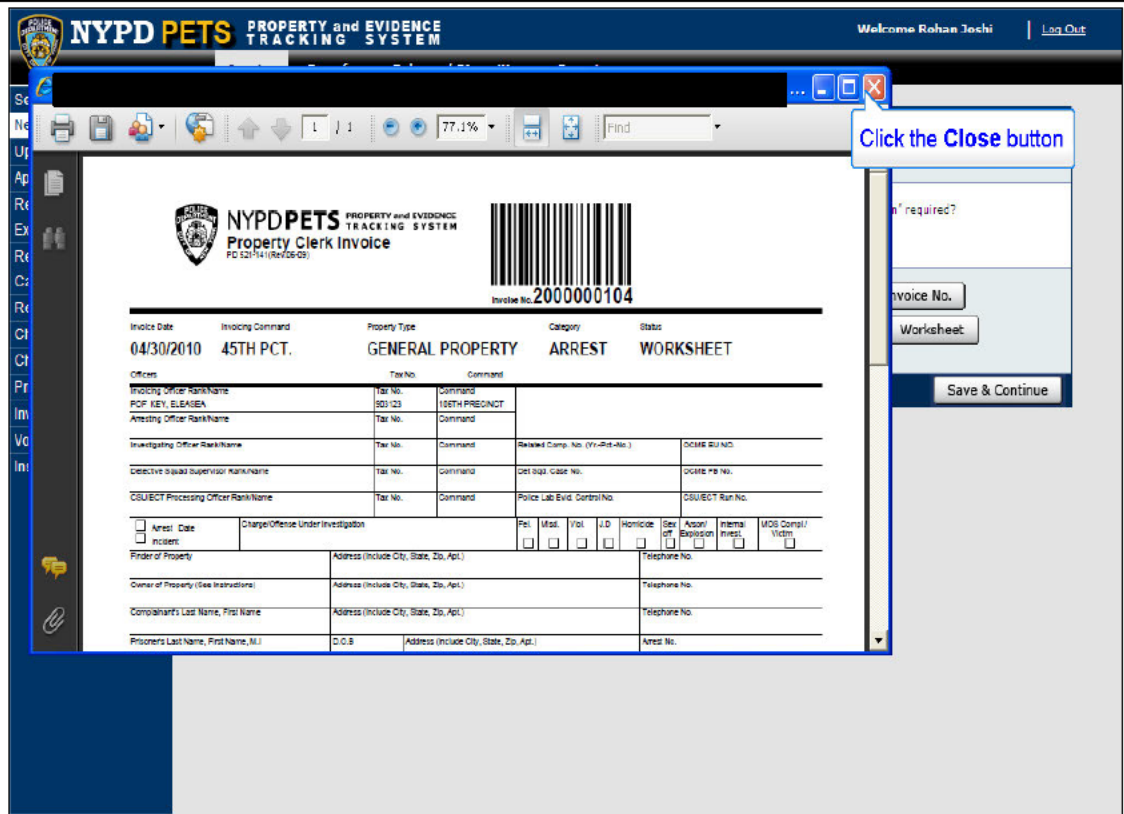
10. A "Print Window" appears. You must select the printer to be used here (if not already defaulted) and or adjust the number of copies to be printed.
11. Once complete click  to print the Worksheet.

### Screen View



The screenshot shows the NYPD PETS Property Clerk Invoice form with a 'Print' dialog box open. The dialog box has a 'Printer' dropdown menu set to 'Wire-at-dhp\LPAr008'. A blue callout bubble points to this dropdown with the text 'Select the Printer to be used'. The 'Print Range' section shows 'All' selected. The 'Page Handling' section shows 'Copies: 1' and 'Page Scaling: Shrink to Printable Area'. The 'Print to file' checkbox is unchecked. The 'OK' button is highlighted with a blue callout bubble that says 'Click the OK button'.

12. Click on  to exit "Print Preview" and return to PETS.




The screenshot shows the NYPD PETS Property Clerk Invoice form. The form is titled 'NYPD PETS PROPERTY and EVIDENCE TRACKING SYSTEM Property Clerk Invoice'. It includes a barcode and the invoice number '2000000104'. The form is divided into several sections: 'Invoice Date' (04/30/2010), 'Invoicing Command' (45TH PCT.), 'Property Type' (GENERAL PROPERTY), 'Category' (ARREST), and 'Status' (WORKSHEET). Below these are fields for 'Officer' (Tar No., Command), 'Investigating Officer Rank/Name', 'Detective Squad Supervisor Rank/Name', and 'CSU/ECT Processing Officer Rank/Name'. There are also checkboxes for 'Arrest Date Incident' and 'Charge/Offense Under Investigation'. The form includes fields for 'Address (Include City, State, Zip, Apt.)', 'Telephone No.', and 'Arrest No.'. A blue callout bubble points to the 'Close' button in the top right corner with the text 'Click the Close button'.





Steps	Screen View
13. Congratulations you have successfully generated an Invoice Worksheet.	

### Notes:

- On the Start screen (step 6): You can choose to continue with the Create Invoice process by selecting 

### Summary: Generate Worksheet

You have successfully Reserved an Invoice No. and generated an Invoice Worksheet to record your written notes.





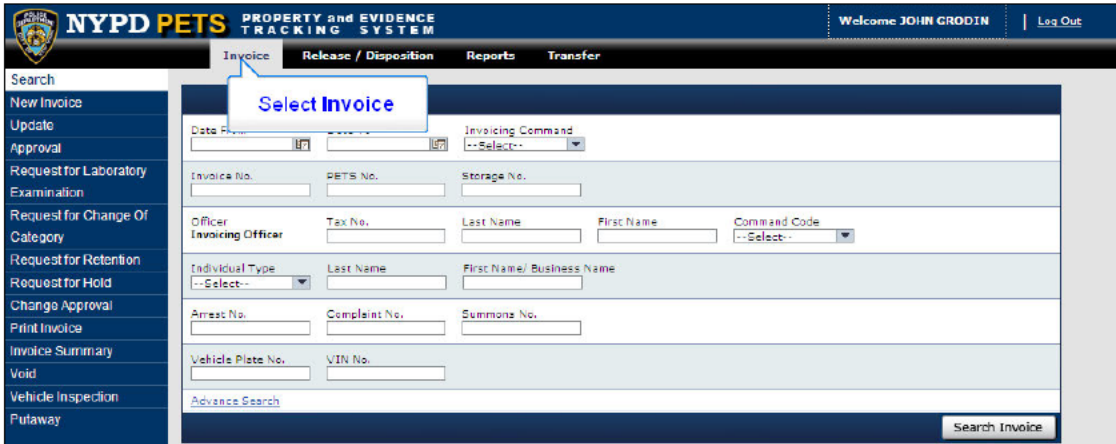


## 4. Create Invoice (Non-Vehicle)

The following document explains how to create an Invoice (Non-Vehicle) in PETS. Upon completion the user will be able to create an Invoice for the following Property Types.

- Cash
- Controlled Substances
- Explosives
- Firearm
- Forensic Evidence
- General Property
- Jewelry

### 4.1 Create Invoice (Non-Vehicle): START SCREEN

Steps	Screen View
1. From the initial PETS screen, select the <b>Invoice</b> tab.	



### Steps

- From the Invoice menu select

**New Invoice**

### Screen View

- On the Start screen select the appropriate Property Type, Property Category, and Invoicing Command. (mandatory)

- Once complete click

**Next**



Steps	Screen View
<p>5. Indicate whether or not a "Request for Laboratory Examination" is required by clicking "Yes" or "No".</p> <p>6. Enter the Invoicing Officer's Tax No and click <b>Validate</b> to auto populate the Officer's information. If the Officer is Non-NYPD you must manually enter their information. (mandatory)</p> <p>7. Once complete click <b>Save &amp; Continue</b></p>	

### Notes:

- On the Start screen (step 5): If you indicate a Request for Laboratory Examination is required, a separate screen to create the request will be introduced between the Packaging and Sign Off screens.
- On the Start screen (step 6): You can choose to Reserve an Invoice No. and complete the Invoice at a later time. You can also choose to Generate a Worksheet to record your written notes.



## 4.2 Create Invoice (Non-Vehicle): MOS SCREEN

Steps	Screen View
8. On the Member Of Service (MOS) screen you must enter the Arresting Officer's Tax No and click <a href="#">Validate</a> to auto populate the Officer's information. If the Officer is Non-NYPD you must manually enter their information. (mandatory)	<p>Enter Arresting Officer</p> <p>Click Save &amp; Continue</p>
9. If applicable you can also enter the Investigating Officer, Detective Squad Supervisor, and CSU/ECT Processing Officer Information.	
10. Once complete click <a href="#">Save &amp; Continue</a>	

### Notes:

- On the MOS Screen (step 9): You can enter the *Det. Squad Case No.* while creating the Detective Squad Supervisor. You can enter the *CSU/ECT No.* while creating the CSU/ECT Processing Officer.



## 4.3 Create Invoice (Non-Vehicle): OWNERS/COMPLAINANTS

- On the Owner(s)/Comp(s) screen enter the Complaint No. and click [Validate](#) to auto populate the Complaint information. The Complainant(s), Prisoner(s), and Offense information should auto populate at this time. If the information does not populate you must manually enter it.

- Select all special categories which the "Property Related To" by clicking on ☒

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search New Invoice Update Approval Request for Laboratory Examination Request for Change Of Category Request for Retention Request for Hold Change Approval Print Invoice Invoice Summary Void Vehicle Inspection Putaway

Start MOS Owner(s) / Compl(s) Prisoner(s) Article(s) Packaging Lab Request Remarks Sign Off

Enter Complaint No. & Click Validate

2000000633 Invoice Date 07/14/2010

Request for Change Of Category

Complaint No. (YYYY-PP-XXXXXX) 2000-122-011518 Validate Related Complaint No. Aided/Accident No.

Date of Incident: 12/6/2009 Charge/Offense under Investigation: PETIT LARC Penal Law Section: 155.25 Crime Classification: Misdemeanor

Property Related To: (Please select all applicable options)

☐ Homicide ☐ Arson/Explosion ☐ Sexual Offense ☒ Internal Investigation ☐ MOS is Complainant/Victim

Complainant 1

Business/Organization Business/Organization Name Telephone No. TOYS R US

Address Street Apartment No. City State/Province Zip/Postal Code 2845 RICHMOND AVENUE STATEN ISLAND New York 10304

Add Complainant Delete Complainant

Owner

Select Complainant Select Prisoner

Individual

Last Name First Name Middle Initial Telephone No. Address Street Apartment No. City State/Province Zip/Postal Code

Delete Owner

- Select the appropriate Complainant type from the drop down menu.

- Multiple Complainants are possible. You can add Complainants by clicking on [Add Complainant](#)

[Add Complainant](#)

and delete Complainants by clicking on [Delete Complainant](#)

[Delete Complainant](#)

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search New Invoice Update Approval Request for Laboratory Examination Request for Change Of Category Request for Retention Request for Hold Change Approval Print Invoice Invoice Summary Void Vehicle Inspection Putaway

Property Related To: (Please select all applicable options)

☐ Homicide ☐ Arson/Explosion ☐ Sexual Offense ☒ Internal Investigation ☐ MOS is Complainant/Victim

Complainant 1

Business/Organization Business/Organization Name Telephone No. TOYS R US

Address Street Apartment No. City State/Province Zip/Postal Code 2845 RICHMOND AVENUE STATEN ISLAND New York 10304

Add Complainant Delete Complainant

Owner

Select Complainant Select Prisoner

Individual

Last Name First Name Middle Initial Telephone No. Address Street Apartment No. City State/Province Zip/Postal Code

Delete Owner

Finder

Others

Last Name First Name Telephone No. Address Street Apartment No. City State/Province Zip/Postal Code

Delete Finder

Back Save & Continue





15. If the Owner is an existing Complainant or Prisoner you can copy their information by selecting the appropriate choice from the drop down menus.
16. If the Finder is an existing Complainant or Officer you can copy their information by selecting the appropriate choice from the drop down menu.
17. Once complete click **Save & Continue**

**NYPD PETS PROPERTY and EVIDENCE TRACKING SYSTEM**

Welcome JOHN GORDIN | Log Out

Invoice Release / Disposition Reports Transfer

12/6/2009 11:11 AM PETIT LARC 15525 Miscellaneous

Property Related To: (Please select all applicable options)

☐ Homicide ☐ Arson/Explosion ☐ Sexual Offense ☒ Internal Investigation ☐ MOS is Complainant/Victim

Complainant 1

Business/Organization TOYS R US Telephone No. Address 2845 Street RICHMOND AVENUE Apartment No. City STATEN ISLAND State/Province New York Zip/Postal Code 10304

Add Complainant Delete Complainant

Owner Select Owner

Select Complainant Complainant 1 Select Prisoner

Business/Organization TOYS R US Telephone No. Address 2845 Street RICHMOND AVENUE Apartment No. City STATEN ISLAND State/Province New York Zip/Postal Code 10304

Delete Owner

Finder Select Finder

Investigating Officer Last Name Smith First Name John Telephone No.

Delete Finder

Click Save & Continue

Back Save & Continue

### Notes:

- If the Complainant, Owner, and Finder information is not auto populated you must manually it.
- On the Owners(s)/ Comp(s) Screen (step 15): You can delete the Owner by clicking **Delete Owner**
- On the Owners(s)/ Comp(s) Screen (step 16): You can delete the Finder by clicking **Delete Finder**



## 4.4 Create Invoice (Non-Vehicle): PRISONERS SCREEN

18. On the Prisoner(s) screen enter the Arrest No. (If known and not already populated) and click **Validate** to auto populate the Prisoner's information. If the information does not populate you must manually enter it.

19. Once complete click **Save & Continue**

The screenshot shows the 'NYPD PETS' interface for creating an invoice. The 'Prisoner(s)' tab is active, displaying a form for entering prisoner information. The form includes fields for Arrest No. (with a 'Validate' button), Date Of Arrest, Last Name, First Name, Middle Initial, D.O.B., NYSID No., Home Phone No., Cell Phone No., Address No., Street, Apartment No., City, State/Province, Zip/Postal Code, Summons Type, Summons No., and Summons Offense. A sidebar on the left contains navigation options like Search, New Invoice, Update, Approval, Request for Laboratory Examination, Request for Change Of Category, Request for Retention, Request for Hold, Change Approval, Print Invoice, Invoice Summary, Void, Vehicle Inspection, and Putaway. At the bottom of the form, there are buttons for 'Add Prisoner', 'Delete Prisoner', 'Back', and 'Save & Continue'. A callout box points to the 'Save & Continue' button with the text 'Click Save & Continue'.

### Notes:

- On the Prisoner Screen (step 18): Multiple Prisoners are possible. You can add Prisoners by clicking on **Add Prisoner** and or delete Prisoners by clicking on **Delete Prisoner** as you see fit.
- Based upon Complaint No. and or Arrest No., various information should auto populate. Information that did auto populate can be changed if needed. Information that did not auto populate must be manually entered.



## 4.5 Create Invoice (Non-Vehicle): ARTICLES

20. On the Article(s) screen select the appropriate Level 2 and 3 Property Types (mandatory).
21. Enter Qty, Color, and all other mandatory fields.
22. Complete as many of the fields describing the Property as possible.
23. Indicate whether or not an Alarm Flag exists by clicking "YES" or "NO". If applicable enter the Alarm information.
24. Enter the text description of the Property. (mandatory)
25. Once complete click

Save & Continue

26. The initial Property line item created from steps 20-25 now appears. You can add additional lines by clicking

Add Item

and repeating steps 20-25.





27. If you wish to edit an existing line item or remove it select

☐

to the left of the line and click either

**View/Edit Details**

**Remove**

or

28. Once complete click

**Save & Continue**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN CRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Start > MOS > Owner(s) / Compl(s) > Prisoner(s) > Article(s) > Packaging > Lab Request > Remarks > Sign Off > HELP

Invoice No. 200000633 Invoice Date 07/14/2010

**Article List**

Select	Item No	Quantity	Description
<input type="checkbox"/>	1	2	GENERAL PROPERTY   ACCESSORY   Handbag   Enter Description
<input type="checkbox"/>	2	2	GENERAL PROPERTY   ACCESSORY   Keys   Enter Description
<input type="checkbox"/>	3	1	GENERAL PROPERTY   ACCESSORY   Wallet   Enter Description
<input type="checkbox"/>	4	1	GENERAL PROPERTY   ACCESSORY   Handbag   Enter Description

View/Edit Details Remove Add Item

Back Click View/ Edit Details Save & Continue

Click Remove

Click Save & Continue

### Notes:

- On the Articles Screen (step 21): The options available to describe the Property may vary by Property Type and Category.



## 4.6 Create Invoice (Non-Vehicle): PACKAGING

29. On the Packaging screen, all the line items available for packing are shown on the left side of the screen.
30. If you want to pack two line items into one package, select the desired article(s) to be packed by clicking on the check box ☒

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search New Invoice Update Approval Request for Laboratory Examination Request for Change Of Category Request for Retention Request for Hold Change Approval Print Invoice Invoice Summary Void Vehicle Inspection Putaway

Start > MOS > Owner(s) / Comp(s) > Prisoner(s) > Article(s) > Packaging > Lab Request > Remarks > Sign Off

Step 1: Select the item to be packed adjust the quantity to be packed if necessary.

Step 2: Scan/Type the barcode of the Packaging Material/ Label and then press "Pack" button

Package Barcode

Item Org Qty Description Qty

<input type="checkbox"/>	1	2	Handbag	2
Handbag   BLACK   GUCCI   LEATHER   1 Enter Description				
<input checked="" type="checkbox"/>	2	2	Keys	2
Keys   ALUMINUM/SILVER   ALUMINUM/SILVER Enter Description				
<input checked="" type="checkbox"/>	3	1	Wallet	1
Wallet   BEIGE   BEIGE Enter Description				

Do you want to pack already barcoded package into another package (bag in bag)? ☐ Yes ☒ No  
To proceed further press "Save and Continue"

Back Save & Continue

31. You can either scan or type the barcode of the packaging material; Click
32. The articles selected to be packed now move from the left side of the screen to the right side.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search New Invoice Update Approval Request for Laboratory Examination Request for Change Of Category Request for Retention Request for Hold Change Approval Print Invoice Invoice Summary Void Vehicle Inspection Putaway

Start > MOS > Owner(s) / Comp(s) > Prisoner(s) > Article(s) > Packaging > Lab Request > Remarks > Sign Off

Step 1: Select the item to be packed adjust the quantity to be packed if necessary.

Step 2: Scan/Type the barcode of the Packaging Material/ Label and then press "Pack" button

Package Barcode

Item Org Qty Description Qty

<input type="checkbox"/>	1	2	Handbag	2
Handbag   BLACK   GUCCI   LEATHER   1 Enter Description				
<input type="checkbox"/>	4	1	Handbag	1
Handbag   BLUE   BLUE Enter Description				

Do you want to pack already barcoded package into another package (bag in bag)? ☐ Yes ☒ No  
To proceed further press "Save and Continue"

Back Save & Continue

Enter Package Barcode

Click Pack

1290000231 - Security Envelope - Small (Scan Barcode)

2EA Keys | ALUMINUM/SILVER | ALUMINUM/SILVER  
Enter Description

1EA Wallet | BEIGE | BEIGE  
Enter Description



33. If you want to package quantities from one line item separately, select the line by clicking on the check box ☒ and adjust the quantity to be packed.

34. You can either scan or type the barcode of the packaging material; Click

Pack

The screenshot shows the 'Packaging' step of the NYPD PETS system. The left sidebar contains a menu with options like 'New Invoice', 'Update', 'Approval', etc. The main area has a breadcrumb trail: Start > MOS > Owner(s) / Comp(s) > Prisoner(s) > Article(s) > Packaging. Below this, 'Step 1: Select the item to be packed adjust the quantity to be packed if necessary.' is displayed. A table lists items for selection:

Item	Org Qty	Description	Qty
<input checked="" type="checkbox"/> 1	2	Handbag	1
Handbag   BLACK   GUCCI   LEATHER   1 Enter Description			
<input type="checkbox"/> 4	1	Handbag	1
Handbag   BLUE   BLUE Enter Description			

Below the table is a 'Pack' button. To the right, 'Step 2: Scan/Type the barcode of the Packaging Material/ Label and then press "Pack" button' is shown. It includes a 'Package Barcode' input field and a 'Pack' button. Below that, a list of packaging materials is shown with checkboxes:

- ☐ 1290000231 - Security Envelope - Small (Scan Barcode)
- ☐ 2EA Keys | ALUMINUM/SILVER | ALUMINUM/SILVER  
Enter Description
- ☐ 1EA Wallet | BEIGE | BEIGE  
Enter Description
- ☐ 1290000230 - Security Envelope - Small (Scan Barcode)
- ☐ 1EA Handbag | BLACK | GUCCI | LEATHER | 1  
Enter Description

At the bottom, there is an 'Unpack' button and a confirmation prompt: 'Do you want to pack already barcoded package into another package (bag in bag)?' with 'Yes' and 'No' radio buttons. A 'Back' button is at the bottom left, and a 'Save & Continue' button is at the bottom right.

35. The selected article(s) with the adjusted quantities have been packed and move to the right side of the screen.

36. The article(s) with the remaining quantities will remain on the left side of the screen.

37. Select the article(s) with the quantity remaining and pack them. (screen shot not shown)

This screenshot shows the same 'Packaging' step as the previous one, but now the first item (Handbag | BLACK | GUCCI | LEATHER | 1) has been moved to the right side of the screen, under the 'Packaging Materials' list. The table on the left now only shows the second item:

Item	Org Qty	Description	Qty
<input type="checkbox"/> 4	1	Handbag	1
Handbag   BLUE   BLUE Enter Description			

The 'Pack' button is still present. The 'Packaging Materials' list on the right now includes the first item: ☐ 1290000231 - Security Envelope - Small (Scan Barcode). The rest of the interface, including the confirmation prompt and buttons, remains the same.



38. If desired you can unpack packages. To unpack, select the desired package and click

Unpack

The screenshot shows the NYPD PETS interface. The left sidebar contains a menu with options: Search, New Invoice, Update, Approval, Request for Laboratory Examination, Request for Change Of Category, Request for Retention, Request for Hold, Change Approval, Print Invoice, Invoice Summary, Void, Vehicle Inspection, and Putaway. The main area is titled 'NYPD PETS PROPERTY and EVIDENCE TRACKING SYSTEM' and includes a 'Welcome JOHN CRODIN' message and a 'Log Out' link. The 'Packaging' step is active, showing a table of items to be packed. The table has columns: Item, Org Qty, Description, and Qty. The first row shows 'Handbag | BLUE | BLUE' with a quantity of 1. The second row shows 'Handbag | BLACK | GUCCI | LEATHER | 1' with a quantity of 1. The third row shows 'Handbag | BLUE | BLUE' with a quantity of 1. The 'Unpack' button is visible at the bottom right of the 'Packaging' section.

39. This will remove the barcoded package and return the unpacked material(s) to the left side of the screen.

The screenshot shows the NYPD PETS interface. The left sidebar contains a menu with options: Search, New Invoice, Update, Approval, Request for Laboratory Examination, Request for Change Of Category, Request for Retention, Request for Hold, Change Approval, Print Invoice, Invoice Summary, Void, Vehicle Inspection, and Putaway. The main area is titled 'NYPD PETS PROPERTY and EVIDENCE TRACKING SYSTEM' and includes a 'Welcome JOHN CRODIN' message and a 'Log Out' link. The 'Packaging' step is active, showing a table of items to be packed. The table has columns: Item, Org Qty, Description, and Qty. The first row shows 'Handbag | BLACK | GUCCI | LEATHER | 1' with a quantity of 1. The second row shows 'Handbag | BLUE | BLUE' with a quantity of 1. The third row shows 'Handbag | BLUE | BLUE' with a quantity of 1. The 'Unpack' button is visible at the bottom right of the 'Packaging' section.





40. To package all available articles together, click on "Select All".
41. You can either scan or type the barcode of the packaging material; Click

**Pack**

The screenshot shows the 'Packaging' step of the NYPD PETS system. The left sidebar contains navigation links: Search, New Invoice, Update, Approval, Request for Laboratory Examination, Request for Change Of Category, Request for Retention, Request for Hold, Change Approval, Print Invoice, Invoice Summary, Void, Vehicle Inspection, and Putaway. The main content area has a breadcrumb trail: Start > MOS > Owner(s) / Comp(s) > Prisoner(s) > Article(s) > Packaging > Lab Request > Remarks > Sign Off. Below the breadcrumb, there are two steps: Step 1: Select the item to be packed adjust the quantity to be packed if necessary. and Step 2: Scan/Type the barcode of the Packaging Material/ Label and then press "Pack" button. Step 1 includes a table with columns: Item, Org Qty, Description, Qty. The table shows two items: Item 1, Org Qty 2, Description Handbag, Qty 1; and Item 4, Org Qty 1, Description Handbag, Qty 1. Step 2 includes a 'Package Barcode' input field and a 'Pack' button. A 'Click Pack' callout points to the 'Pack' button. At the bottom, there is a question: 'Do you want to pack already barcoded package into another package (bag in bag)?' with radio buttons for Yes and No. A 'Back' button is on the left and a 'Save & Continue' button is on the right.

42. All the packed materials move to the right side of the screen.
43. If you desire to pack any barcoded package into another package (bag in bag), indicate "Yes" and then click
- Save & Continue**
- If not, then indicate "No" and click
- Save & Continue**
- to proceed to the next screen.

The screenshot shows the 'Packaging' step of the NYPD PETS system, specifically the 'Pack' button. The left sidebar contains navigation links: Search, New Invoice, Update, Approval, Request for Laboratory Examination, Request for Change Of Category, Request for Retention, Request for Hold, Change Approval, Print Invoice, Invoice Summary, Void, Vehicle Inspection, and Putaway. The main content area has a breadcrumb trail: Start > MOS > Owner(s) / Comp(s) > Prisoner(s) > Article(s) > Packaging > Lab Request > Remarks > Sign Off. Below the breadcrumb, there are two steps: Step 1: Select the item to be packed adjust the quantity to be packed if necessary. and Step 2: Scan/Type the barcode of the Packaging Material/ Label and then press "Pack" button. Step 1 includes a table with columns: Item, Org Qty, Description, Qty. The table shows two items: Item 1, Org Qty 2, Description Handbag, Qty 1; and Item 4, Org Qty 1, Description Handbag, Qty 1. Step 2 includes a 'Package Barcode' input field and a 'Pack' button. A 'Click Pack' callout points to the 'Pack' button. At the bottom, there is a question: 'Do you want to pack already barcoded package into another package (bag in bag)?' with radio buttons for Yes and No. A 'Back' button is on the left and a 'Save & Continue' button is on the right. A 'Click Save & Continue' callout points to the 'Save & Continue' button.



44. If you have indicated "Yes" then the bag in bag packaging screen appears and all the packages available for packing appear on the left side of the screen.

45. Select the barcoded packages you wish to pack into another package by clicking on the check box



46. You can either scan or type the barcode of the outermost packaging material;

Click

Pack

47. The selected barcoded packages have been packed into another package and move to the right side of the screen.





48. If desired you can repeat steps 45-47 to continue nesting the packages (bag in a bag, within a bag)

49. The screen shot to the right displays one lot of materials packaged three times.

50. Once complete click

**Save & Continue**

The screenshot shows the NYPD PETS web application interface. The top navigation bar includes the NYPD logo, the system name 'NYPD PETS PROPERTY and EVIDENCE TRACKING SYSTEM', and a user welcome message 'Welcome JOHN GORDIN' with a 'Log Out' link. Below the navigation bar, there are tabs for 'Invoice', 'Release / Disposition', 'Reports', and 'Transfer'. The 'Invoice' tab is active, and a breadcrumb trail shows the path: 'Start > MOS > Owner(s) / Comp(s) > Prisoner(s) > Article(s) > Packaging > Lab Request > Remarks > Sign Off'. The main content area is divided into two panels. The left panel, titled 'Step 4: Select the item to be repackaged.', is currently empty. The right panel, titled 'Step 5: Scan/ Type the Outermost Package Material / Label.', contains a 'Package Barcode' input field with a 'Pack' button next to it. Below this, there is a list of items with checkboxes and descriptions: '1290000225 - Security Envelope - Small (Scan B)', '1290000226 - Security Envelope - Small (Scan B)', and '1290000231 - Security Envelope - Small (Scan B)'. Each item has a dropdown arrow to its left. Below the list, there are two more items: '2EA Keys | ALUMINUM/SILVER | ALUMINUM/SILV' and '1EA Wallet | BEIGE | BEIGE', both with 'Enter Description' text below them. At the bottom of the right panel is an 'Unpack' button. Below the two panels, there is a question: 'Do you want to pack already barcoded package into another package (bag in bag)?' with radio buttons for 'Yes' and 'No'. A note below the question says 'To proceed further press "Save and Continue"'. At the very bottom of the interface are 'Back' and 'Save & Continue' buttons.

### Notes:

- Packaging: Packing already packed items into another packaging material is only possible on the bag in bag screen, not on the initial Packing screen. Same is applicable for unpacking.
- Bag in bag packaging is optional.



## 4.7 Create Invoice (Non-Vehicle): LAB REQUEST

51. Select the Type of Evidence to be tested by clicking ☒ If the Type of Evidence is "Other" enter Remarks to the right.
52. Select the Priority from the drop down menu.  
Priority Low Priority
53. The Investigating Officer's information should default from the Invoice.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search

New Invoice

Update

Approval

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

Request for Hold

Change Approval

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

Start MOS Owner(s) / Comp(s) Prisoner(s) Article(s) Packaging Lab Request Remarks Sign Off

Property Clerk Invoice No. 2000000633

Request for Lab No. 099000000212

Det. Case No.

Type of Evidence

☐ DNA ☐ Firearms / Firearms Related ☐ Criminalistic ☒ Other Arrest

Priority Priority

Select Type of Evidence

Investigating Officer

☒ NYPD Tax No. Last Name First Name Rank  
☐ Non-NYPD Command Email Command Tel. No. Team or RDOs

Delete Investigating Officer

Responding Investigator (Same as Investigating Officer)

☒ NYPD Tax No. Last Name First Name Rank  
☐ Non-NYPD Command Email Command Tel. No. Team or RDOs

Delete Responding Investigator

Arresting Officer

☒ NYPD Tax No. 923538 Last Name KENNETH First Name CASEY Rank PDM  
☐ Non-NYPD Command Email Command Tel. No. Team or RDOs

Detective Sup. E-Mail

Offense(s)

PETIT LARC

Back Save & Continue

54. If Investigating Officer and Responding Investigator are the same select Same as Investigating Officer ☒ to copy the information. Otherwise enter the Responding Investigator Tax No and click Validate to auto populate the Officer's information. If the Officer is Non-NYPD you must manually enter their information.
55. The Arresting Officer and Detective Sup. E-Mail information is defaulted from the reference Invoice.
56. Once complete click

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search

New Invoice

Update

Approval

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

Request for Hold

Change Approval

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

Start MOS Owner(s) / Comp(s) Prisoner(s) Article(s) Packaging Lab Request Remarks Sign Off

Property Clerk Invoice No. 2000000633

Request for Lab No. 099000000212

Det. Case No.

Type of Evidence

☐ DNA ☐ Firearms / Firearms Related ☐ Criminalistic ☒ Other Arrest

Priority Priority

Investigating Officer

☒ NYPD Tax No. Last Name First Name Rank  
☐ Non-NYPD Command Email Command Tel. No. Team or RDOs

Delete Investigating Officer

Responding Investigator (Same as Investigating Officer)

☒ NYPD Tax No. Last Name First Name Rank  
☐ Non-NYPD Command Email Command Tel. No. Team or RDOs

Delete Responding Investigator

Arresting Officer

☒ NYPD Tax No. 923538 Last Name KENNETH First Name CASEY Rank PDM  
☐ Non-NYPD Command Email Command Tel. No. Team or RDOs

Detective Sup. E-Mail

Offense(s)

PETIT LARC

Back Save & Continue

Click Save & Continue



57. The Complainant Information is defaulted from the reference Invoice.
58. The "Address of Occurrence" information is defaulted from the reference Invoice; it can be changed if desired.
59. The Officer Collecting Evidence Tax No. is defaulted from the reference Invoice. If a change is desired enter their Tax No. and click [Validate](#) to auto populate the Officer's information.
60. Once complete click [Save & Continue](#)

61. Indicate whether or not there was any Physical Contact between the Victim and Suspect or Victim and Arrestee by selecting either "Yes", "No" or "Unknown" from the drop down menu.
62. Identify all Victims / Suspects / Arrestee / Persons that were bleeding by selecting the appropriate person from the drop down menu and complete the requested information (Last Name, First Name, and DOB, Prnct.). Enter the NYSID No. if applicable.



63. Provide appropriate information by clicking ☒
64. The information selected automatically updates in the section below.
65. Click **Add New** to add more Victims / Suspects / Arrestee / Persons that were bleeding.
66. If applicable explain why DNA elimination/victim samples were not collected.
67. Once complete click **Save & Continue**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GORDIN | Log Out

Invoice Release / Disposition Reports Transfer

Property Clerk Invoice No. 2000000633 Date of Invoice 2010-07-14  
Request for Lab No. 099000000212 Date of This Report 07/14/2010

Was There Physical Contact Between Victim and Suspect? No  
Was There Physical Contact Between Victim and Arrestee? No

Victims / Suspects / Arrestee / Persons Bleeding

Select	Last Name	First Name	DOB	Pct	NYSID No.	Additional info.
Victim	Elton	Tom	5/20/1970	045		<a href="#">Add/Edit Additional Info.</a> <a href="#">Delete</a>
Is Bleeding? <input checked="" type="checkbox"/> Has legitimate access to the evidence? <input checked="" type="checkbox"/> If provided the DNA elimination sample? <input checked="" type="checkbox"/> If refused to provide DNA elimination sample? <input type="checkbox"/>						
Victim	Singer	Maria	12/12/1983	045		<a href="#">Add/Edit Additional Info.</a> <a href="#">Delete</a>
Is Bleeding? <input checked="" type="checkbox"/> Has legitimate access to the evidence? <input checked="" type="checkbox"/> If provided the DNA elimination sample? <input checked="" type="checkbox"/> If refused to provide DNA elimination sample? <input type="checkbox"/>						

[Add New](#)

No. of Victims Bleeding 2  
No. of Suspects 0  
No. of Suspects Bleeding 0  
No. of Persons Arrested 0  
No. of Arrestees Bleeding 0  
No. of persons who may have legitimate access to the evidence including victims 2  
No. of persons who provided elimination samples, including victims 2  
No. of persons who refused to provide DNA elimination sample, including victims 0

If DNA elimination/victim samples are not collected, Explain:  [Click Save & Continue](#)

[Back](#) [Save & Continue](#)

68. If you wish to edit an existing line item select ☒ to the left of the line and click

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GORDIN | Log Out

Invoice Release / Disposition Reports Transfer

Property Clerk Invoice No. 2000000633 Date of Invoice 2010-07-14  
Request for Lab No. 099000000212 Date of This Report 07/14/2010

Was There Physical Contact Between Victim and Suspect? No  
Was There Physical Contact Between Victim and Arrestee? No

Victims / Suspects / Arrestee / Persons Bleeding

Select	Last Name	First Name	DOB	Pct	NYSID No.	Additional info.
Victim	Elton	Tom	5/20/1970	045		<a href="#">Add/Edit Additional Info.</a> <a href="#">Delete</a>
Is Bleeding? <input checked="" type="checkbox"/> Has legitimate access to the evidence? <input checked="" type="checkbox"/> If provided the DNA elimination sample? <input checked="" type="checkbox"/> If refused to provide DNA elimination sample? <input type="checkbox"/>						
Victim	Singer	Maria	12/12/1983	045		<a href="#">Add/Edit Additional Info.</a> <a href="#">Delete</a>
Is Bleeding? <input checked="" type="checkbox"/> Has legitimate access to the evidence? <input checked="" type="checkbox"/> If provided the DNA elimination sample? <input checked="" type="checkbox"/> If refused to provide DNA elimination sample? <input type="checkbox"/>						

[Add New](#)

No. of Victims Bleeding 2  
No. of Suspects 0  
No. of Suspects Bleeding 0  
No. of Persons Arrested 0  
No. of Arrestees Bleeding 0  
No. of persons who may have legitimate access to the evidence including victims 2  
No. of persons who provided elimination samples, including victims 2  
No. of persons who refused to provide DNA elimination sample, including victims 0

If DNA elimination/victim samples are not collected, Explain:  [Click Save & Continue](#)

[Back](#) [Save & Continue](#)





69. Select the desired Analysis Exam Nos. and click . The Selected Analysis Exam Nos. then moves to "Selected Analysis Exam Nos." section. If desired you can add more than one Analysis Exam Nos. by repeating the process.
70. If available enter Specific Reason for Requesting the Examination, Analysis or Comparison to be performed.
71. Indicate the Probative Value as "Probative" or "Highly Probative".
72. If available enter the Exact Location Where Evidence Was Collected/ Recovered.

73. If applicable indicate the Suspected Type of Biological Evidence by clicking .
74. Indicate whether or not the Item was processed in the field by selecting "Yes" or "No". If Yes, indicate how the item was processed by clicking .
75. If desired Compare the Property Clerk Invoice ITEM Number with the Item to be processed. You can Add and or Delete items.
76. Once complete click .



77. If you wish to edit any other line item select ☒ to the left of the line and click

[Add/Edit Analysis Information](#)

and repeat steps 69-76.

78. Once complete click

[Save & Continue](#)

**NYPD PETS PROPERTY and EVIDENCE TRACKING SYSTEM**

Welcome JOHN GORDIN | [Log Out](#)

[Invoice](#) [Release / Disposition](#) [Reports](#) [Transfer](#)

[Start](#) [MOS](#) [Owner\(s\) / Comp\(s\)](#) [Prisoner\(s\)](#) [Article\(s\)](#) [Packaging](#) [Lab Request](#) [Remarks](#) [Sign Off](#)

Property Clerk Invoice No. 2000000633  
Request for Lab No. 09900000212

Date of Invoice 2010-07-14  
Date of This Report 07/14/2010

Item No.	Analysis Exam No.	Description Of Evidence
<input type="checkbox"/> 0001	10 - Chemical Unknown - analysis 29 - Alcohol - determine alcohol concentration of a beverage / liquid 7 - DNA - Analysis to identify the source of the biological material on an evidence item or DNA typing of a reference sample	Enter Description
<input type="checkbox"/> 0002	10 - Chemical Unknown - analysis	Enter Description
<input type="checkbox"/> 0003	6 - Ballistics - microscopic comparison to a known "test fire" or to crime scene ballistics evidence	Enter Description
<input type="checkbox"/> 0004	10 - Chemical Unknown - analysis	Enter Description

[Add/Edit Analysis Information](#)

[Back](#) [Save & Continue](#)

Click Save & Continue

### Notes:

- Lab Request: This screen appears only if you have indicated a Lab Request was required in the initial Start screen.
- On the Lab Request Screen (step 54): The Investigating Officer and Responding Investigator that defaulted can be deleted in order to enter another Officers' information.
- On the Lab Request Screen (step 59): The defaulted Officer Collecting Evidence can be deleted to enter another Officer's information.
- On the Lab Request Screen (step 65): If not required the information for Victims / Suspects / Arrestee / or Persons those were Bleeding can be deleted.
- On the Lab Request Screen (step 65): If the information window for Victims / Suspects / Arrestee / or Persons those were Bleeding is closed, click on [Add/Edit Additional Info.](#) to reopen it.





## 4.8 Create Invoice (Non-Vehicle): REMARKS

79. On the Remarks screen you can link Related Invoices by entering an Invoice No. and clicking
- Preview**
80. If you want to link the Invoice, click
- Add Invoice**
- multiple Related Invoices can be linked.
81. Enter the Reason for taking the property into custody in the Remarks section. (mandatory)
82. Indicate whether or not the Prisoner / Finder Receipt Issued was accepted or not by clicking either "Yes" or "Refused". (mandatory)
- Prisoner / Finder Receipt Issued  
☐ Yes ☐ Refused
83. If any related documents/ photographs are available, select the document type from the drop down menu and upload.
84. Once complete click
- Save & Continue**

The screenshot shows the 'Remarks' screen in the NYPD PETS system. The top navigation bar includes 'Invoice', 'Release / Disposition', 'Reports', and 'Transfer'. The left sidebar lists various actions like 'Search', 'New Invoice', 'Update', 'Approval', etc. The main content area displays the 'Related Invoice' section with a table showing invoice details. A 'Remarks' text area is provided for entering the reason for taking property into custody. Below this, there are radio buttons for 'Prisoner / Finder Receipt Issued' (Yes/Refused). An 'Upload related documents/ photographs' section includes a dropdown for 'Select doc. type' and a file upload area. A table at the bottom lists uploaded documents, including 'IDENTIFICATION DOCUMENT' with file name 'Letter\_RFR.pdf'. A callout box points to the 'Save & Continue' button.

Document Type	File Name	Delete
IDENTIFICATION DOCUMENT	Letter_RFR.pdf	Delete

### Notes:

- On the Remarks Screen (step 80): Related Invoices can be removed by clicking

**Remove Invoice**



## 4.9 Create Invoice (Non-Vehicle): SIGN OFF

85. On the Sign Off screen, click on **Review Request for Lab** to generate the Preview of Request for Lab. Once reviewed close the Preview window. (mandatory)
86. Click **Review Invoice** to generate the Invoice Preview. (mandatory)
87. Once reviewed close the Preview window. Enter your User ID and Password. Once complete, click **Sign** to indicate your official Signoff as an Invoicing Officer. (mandatory)

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Start MOS Owner(s) / Comp(s) Prisoner(s) Article(s) Packaging Lab Request Remarks Sign Off

Invoice No. 2000000633 Invoice Date 07/14/2010

Signatures are required before the invoice can be finalized.

Invoicing Officer

Last Name, First Name Rank Command  
CARTER, QUINTYNA POF PROPERTY CLERK DIV

1. **Review Request for Lab** **Review Invoice**

2. **Affirmation:**  
I have reviewed the above document. The signature to be digitally affixed to the document is my own. I understand that signing and submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document.

☒ Enter User ID and Password to Sign:

User ID \* [REDACTED] Password \* [REDACTED] **Sign**

☐ Sign with Signature Pad **Signature** [REDACTED] [Try Again](#)

3. **Next Steps (Select an Option):**  
☒ Enter Supervisor's Tax No. to submit for approval [Validate](#) Last Name, First Name Rank Command  
☐ Proceed to the Supervisor Sign-off (or)

**Back** **Save & Continue**

88. If known, enter the Supervisor's Tax No who will be approving the Invoice and click [Validate](#). The Invoice will be made available to the Supervisor for approval.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Start MOS Owner(s) / Comp(s) Prisoner(s) Article(s) Packaging Lab Request Remarks Sign Off

Invoice No. 2000000633 Invoice Date 07/14/2010

Signatures are required before the invoice can be finalized.

Invoicing Officer

Last Name, First Name Rank Command  
CARTER, QUINTYNA POF PROPERTY CLERK DIV

1. **Review Request for Lab** **Review Invoice**

2. **Affirmation:**  
I have reviewed the above document. The signature to be digitally affixed to the document is my own. I understand that signing and submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document.

☒ Enter User ID and Password to Sign:

User ID \* [REDACTED] Password \* [REDACTED] **Sign**

☐ Sign with Signature Pad **Signature** [REDACTED] [Try Again](#)

3. **Next Steps (Select an Option):**  
☒ Enter Supervisor's Tax No. to submit for approval [Validate](#) Last Name, First Name Rank Command  
☐ Proceed to the Supervisor Sign-off (or)

**Back** **Save & Continue**



89. If an appropriate Supervisor is immediately available to approve the Invoice then select

☐ Proceed to the Supervisor Sign-off

90. To execute the official Sign Off, the Supervisor needs to click on

**Review Request for Lab**

to Preview the Request for Lab. Once reviewed close the Preview window. (mandatory)

91. Click

**Review Invoice**

to generate the Invoice Preview. (mandatory)

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search

New Invoice

Update

Approval

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

Request for Hold

Change Approval

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

3. Next Steps (Select an Option):

☐ Enter Supervisor's Tax No. to submit for approval  Validate

☒ Proceed to the Supervisor Sign-off (or)

Supervisor

1. **Review Request for Lab** **Review Invoice**

2. Affirmation:

I have reviewed the above document. The signature to be digitally affixed to the document is my own. I understand that signing and submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document.

☐ Enter User ID and Password to Sign:

User ID \*  Sign

Password \*

☐ Sign with Signature Pad Tax No.  Validate

Signature

Try Again

Click Save & Continue

Back Save & Continue

92. Once reviewed close the Preview window. The Supervisor should enter their User ID and Password. Once complete the supervisor must click

**Sign**

to indicate their official Signoff as a Supervisor. (mandatory)

93. Once complete click

**Save & Continue**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search

New Invoice

Update

Approval

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

Request for Hold

Change Approval

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

3. Next Steps (Select an Option):

☐ Enter Supervisor's Tax No. to submit for approval  Validate

☒ Proceed to the Supervisor Sign-off (or)

Supervisor

1. **Review Request for Lab** **Review Invoice**

2. Affirmation:

I have reviewed the above document. The signature to be digitally affixed to the document is my own. I understand that signing and submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document.

☐ Enter User ID and Password to Sign:

User ID \*  Sign

Password \*

☐ Sign with Signature Pad Tax No.  Validate

Signature

Try Again

Click Save & Continue

Back Save & Continue



### **Notes:**

- On the Sign Off Screen (step 87): The Invoicing Officer can also sign with a signature pad.
- On the Sign Off Screen (step 90 & 91): The Supervisor is expected to execute these steps. The Supervisor can also sign with a signature pad.



## 4.10 Create Invoice (Non-Vehicle): CREATION COMPLETE

94. Congratulations you have created a Non-Vehicle Invoice.
95. The Invoice Print screen now appears so you can generate the required output.

### Summary: Create Invoice (Non-Vehicle)

You have successfully created a Non-Vehicle Invoice in PETS. You should be able to create an Invoice for the following property types.

- Cash
- Controlled Substances
- Explosive
- Firearms
- Forensic Evidence
- General Property
- Jewelry







## 5. Update an Approved Invoice (Non-Vehicle)

The following document explains how to Update an Approved Invoice in PETS. An Approved Invoice is an Invoice that has been fully “Signed Off” by the Invoicing Officer and a Supervisor (SGT or above).

Upon completion the user will be able to Update the following information in an Invoice.

- Member of Service information (except Invoicing Officer).
- Owners and Complainants’ information.
- Prisoner’s information.
- Article’s description.
- Remark’s information.

Any Updates to an approved Invoice are effective immediately, however all Updates are subjected to an approval process. If the Updates are rejected the entries will be reversed and the Invoicing Officer will be notified.



## 5.1 Update Invoice: START SCREEN

1. From the initial PETS screen, select the **Invoice** tab.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | [Log Out](#)

**Invoice** Transfer Release / Disposition Reports

**Select Invoice**

Date From  Date To  Involving Command

Invoice No.  PETS No.  Storage No.

Officer Invoicing Officer Tax No.  Last Name  First Name  Command Code

Individual Type  Last Name  First Name/ Business Name

Arrest No.  Complaint No.  Summons No.

Vehicle Plate No.  VIN No.

[Advanced Search](#)

2. From the Invoice menu select **Update**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | [Log Out](#)

**Invoice** Transfer Release / Disposition Reports

**Select Update**

Date From  Date To  Involving Command

Invoice No.  PETS No.  Storage No.

Officer Invoicing Officer Tax No.  Last Name  First Name  Command Code

Individual Type  Last Name  First Name/ Business Name

Arrest No.  Complaint No.  Summons No.

Vehicle Plate No.  VIN No.


[Advanced Search](#)



# NYPD PETS

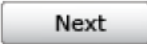
## PROPERTY and EVIDENCE TRACKING SYSTEM

Update Approved Invoice (Non-Vehicle)

3. On the Start screen enter the Invoice No.(mandatory) and click 

4. The Property Type, Property Category, and Invoicing Command are displayed but CANNOT be changed.

If you need to change the Property Category you must create a "Request for Change of Category" in PETS.

5. Click 



# NYPD PETS

## PROPERTY and EVIDENCE TRACKING SYSTEM

Update Approved Invoice (Non-Vehicle)

6. The Invoicing Officer's information is displayed and cannot be changed.
7. If the Invoicing Officer is incorrect you must "Void" the invoice.
8. Click

Save & Continue

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GROOM | Log Out

Invoice Transfer Release / Disposition Reports

Start: MOS > Owner(s) / Compl(s) > Prisoner(s) > Article(s) > Packaging > Lab Request > Remarks > Sign Off >

Invoice No. 2000000533 Invoice Date 09/02/2010

Property Type: GENERAL PROPERTY Property Category: ARREST EVIDENCE Invoicing Command: 045-45TH PCT. Is a "Request for Laboratory Examination" required? ☒ Yes ☐ No

Invoicing Officer: ☒ NYPD Tax No. 924590 Last Name, First Name: CARTER, CUNITYNA Rank: POF

☐ Non-NYPD Command: PROP CLERK DIV Email: @nypd.org

Buttons: Reserve Invoice No., Generate Scratch Copy, Back, Save & Continue

Click Save & Continue

9. A Confirmation dialog box appears confirming whether you want to update the Invoice with these changes.
10. Click **Yes** if changes were made and you want them to be saved. Otherwise click **No**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GROOM | Log Out

Invoice Transfer Release / Disposition Reports

Start: MOS > Owner(s) / Compl(s) > Prisoner(s) > Article(s) > Packaging > Lab Request > Remarks > Sign Off >

Invoice No. 2000000533 Invoice Date 09/02/2010

Property Type: GENERAL PROPERTY Property Category: ARREST EVIDENCE Invoicing Command: 045-45TH PCT. Is a "Request for Laboratory Examination" required? ☒ Yes ☐ No

Invoicing Officer: ☒ NYPD Tax No. 924590 Last Name, First Name: CARTER, CUNITYNA Rank: POF

☐ Non-NYPD Command: PROP CLERK DIV Email: @nypd.org

Buttons: Reserve Invoice No., Generate Scratch Copy, Back, Save & Continue

**Confirmation dialog**

Are you sure you want to update the invoice with these changes?

Buttons: Yes, No



### **Notes:**

- The confirmation dialog box appears every time you press “Save & Continue” during the Invoice Update Process. Clicking either button allows to proceed to the next screen, however once you select “Yes” the Invoice will be subject to a Change Approval Process. Until the changes are approved the Invoice will remain in “Open-Change Pending” status and blocked from further processing.





### 5.2 Update Invoice: MOS SCREEN

11. On the Member Of Service (MOS) screen the Invoicing Command, and the Invoicing Officer's Tax No. is displayed. It CANNOT be changed.
12. The Arresting Officer, Investigating Officer, and the CSU/EST Processing Officers information are displayed. It can be changed as needed.
13. Once complete click **Save & Continue**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN CRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Search  
New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Invoice No. 2000000533 Invoice Date 09/02/2010

Property Type: GENERAL PROPERTY Property Category: ARREST EVIDENCE Invoicing Command: 045-45TH PCT. Is a "Request for Laboratory Examination" required? Yes No

**Invoicing Officer**  
☒ NYPD Tax No. 934590 Last Name, First Name: CARTER, CUNITYNA Rank: POF  
☐ Non-NYPD Command: PROP CLERK DIV Email: @nypd.org

**Arresting Officer**  
☒ NYPD Tax No. 923638 Last Name, First Name: CASEY, KENNETH Rank: POF  
☐ Non-NYPD Command: PROPERTY CLERK DIV Email: @nypd.org

**Investigating Officer**  
☒ NYPD Tax No. Command: Rank:  
☐ Non-NYPD Command: Email: @nypd.org

**Detective Squad Supervisor**  
☒ NYPD Tax No. 885538 Last Name, First Name: DIPAOLO, DONATO Rank: SGT  
☐ Non-NYPD Command: PROP CLERK DIV Email: @nypd.org Det. Squad Case No.

**CSU/ECT Processing Officer**  
☒ NYPD Tax No. 902243 Last Name, First Name: RAMIREZ, STEPHEN Rank: SGT  
☐ Non-NYPD Command: PROP CLERK DIV Email: @nypd.org CSU/ECT Run No.

Buttons: Delete Arresting Officer, Delete Investigating Officer, Delete Detective Squad Supervisor, Delete CSU/ECT Processing Officer, Back, Save & Continue

Callout: Click Save & Continue

14. A Confirmation dialog box appears confirming whether you want to update the Invoice with these changes.
15. Click **Yes** if changes were made and you want them to be saved. Otherwise click **No**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN CRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Search  
New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Invoice No. 2000000533 Invoice Date 09/02/2010

Property Type: GENERAL PROPERTY Property Category: ARREST EVIDENCE Invoicing Command: 045-45TH PCT. Is a "Request for Laboratory Examination" required? Yes No

**Invoicing Officer**  
☒ NYPD Tax No. 934590 Last Name, First Name: CARTER, CUNITYNA Rank: POF  
☐ Non-NYPD Command: PROP CLERK DIV Email: @nypd.org

**Arresting Officer**  
☒ NYPD Tax No. 923638 Last Name, First Name: CASEY, KENNETH Rank: POF  
☐ Non-NYPD Command: PROPERTY CLERK DIV Email: @nypd.org

**Investigating Officer**  
☒ NYPD Tax No. Command: Rank:  
☐ Non-NYPD Command: Email: @nypd.org

**Detective Squad Supervisor**  
☒ NYPD Tax No. 885538 Last Name, First Name: DIPAOLO, DONATO Rank: SGT  
☐ Non-NYPD Command: PROP CLERK DIV Email: @nypd.org Det. Squad Case No.

**CSU/ECT Processing Officer**  
☒ NYPD Tax No. 902243 Last Name, First Name: RAMIREZ, STEPHEN Rank: SGT  
☐ Non-NYPD Command: PROP CLERK DIV Email: @nypd.org CSU/ECT Run No.

Buttons: Delete Arresting Officer, Delete Investigating Officer, Delete Detective Squad Supervisor, Delete CSU/ECT Processing Officer, Back, Save & Continue

**Confirmation dialog**  
 Are you sure you want to update the invoice with these changes?  
 Yes No





### 5.3 Update Invoice: OWNERS/ COMPLAINANTS

16. On the Owner(s)/ Comp(s) screen information related to the Complaint No., Complainant, Owner, and Finder is displayed. It can be changed if desired.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM  
Welcome JOHN CRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Start MOS Owner(s) / Compl(s) Prisoner(s) Article(s) Packaging Lab Request Remarks Sign Off

Invoice No. 200000633 Invoice Date 09/02/2010

Complaint No. [YYYY-PCT-XXXXXX] [2009-122-011518] Validate Related Complaint No. Aided/Accident No.

Date of Incident: 12/6/2009 Charge/Offense under Investigation: PETIT LARC Law Section: 155.25 Crime Classification: Misdemeanor

Property Related To: (Please select all applicable options)  
☐ Homicide ☐ Arson/Explosion ☐ Sexual Offense ☒ Internal Investigation ☐ MOS is Complainant/Victim

Complainant 1  
Business/Organization: Business/Organization Name: Telephone No.:  
Address: Street: Apartment No.: City: State/Province: Zip/Postal Code:  
2845 RICHMOND AVENUE STATEN ISLAND New York 10304  
Add Complainant Delete Complainant

Owner  
Select Complainant: Select Prisoner:  
Business/Organization: Business/Organization Name: Telephone No.:  
Address: Street: Apartment No.: City: State/Province: Zip/Postal Code:  
2845 RICHMOND AVENUE STATEN ISLAND New York 10304  
Delete Owner

17. Once complete click  
**Save & Continue**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM  
Welcome JOHN CRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Date of Incident: 12/6/2009 Charge/Offense under Investigation: PETIT LARC Law Section: 155.25 Crime Classification: Misdemeanor

Property Related To: (Please select all applicable options)  
☐ Homicide ☐ Arson/Explosion ☐ Sexual Offense ☒ Internal Investigation ☐ MOS is Complainant/Victim

Complainant 1  
Business/Organization: Business/Organization Name: Telephone No.:  
Address: Street: Apartment No.: City: State/Province: Zip/Postal Code:  
2845 RICHMOND AVENUE STATEN ISLAND New York 10304  
Add Complainant Delete Complainant

Owner  
Select Complainant: Select Prisoner:  
Business/Organization: Business/Organization Name: Telephone No.:  
Address: Street: Apartment No.: City: State/Province: Zip/Postal Code:  
2845 RICHMOND AVENUE STATEN ISLAND New York 10304  
Delete Owner

Finder  
Investigating Officer: Last Name: First Name: Telephone No.:  
Smith John  
Delete Finder

Click Save & Continue

Back Save & Continue



# NYPD PETS

PROPERTY and EVIDENCE  
TRACKING SYSTEM

Update Approved  
Invoice (Non-Vehicle)

18. A Confirmation dialog box appears confirming whether you want to update the Invoice with these changes.

19. Click **Yes** if changes were made and you want them to be saved.

Otherwise click **No**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN CRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Search  
New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Date of Incident: 12/5/2009 MP Charge/Offense Under Investigation: PETIT LARC Law Section: 160.50 Crime Classification: Misdemeanor

Property Related To: ( Please select all applicable options )  
☐ Homicide ☐ Arson/Explosion ☐ Sexual Offense ☒ Internal Investigation ☐ MDS is Complainant/Victim

Complainant 1  
Business/Organization  
Business/Organization Name: TOYS R US Telephone No.:  
Address: 2845 Street: RICHMOND AVENUE Apartment No.: City: STATEN ISLAND State/Province: New York Zip/Postal Code: 10304

Add Complainant Delete Complainant

Owner  
Select Complainant: Select Price:  
Business/Organization  
Business/Organization Name: TOYS R US Telephone No.:  
Address: 2845 Street: RICHMOND AVENUE Apartment No.: City: STATEN ISLAND State/Province: New York Zip/Postal Code: 10304

Delete Owner

Finder  
Investigative Officer  
Last Name: Smith First Name: John Telephone No.:  
Delete Finder

Back Save & Continue

**Confirmation dialog**  
Are you sure you want to update the invoice with these changes?  
Yes No





## 5.4 Update Invoice: PRISONERS SCREEN

20. On the Prisoner(s) screen the Prisoner(s) information is displayed. It can be changed if needed.
21. If applicable you can Add/Delete Prisoners.
22. Once complete click **Save & Continue**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Start > MOS > Owner(s) / Compl(s) > **Prisoner(s)** > Article(s) > Packaging > Lab Request > Remarks > Sign Off

Invoice No. 2000000633 Invoice Date 09/02/2010

Prisoner 1 Prisoner 2

Arrest No. 609613876 Validate Date Of Arrest 11/30/2001 Last Name ARRINGTON First Name JERMAINE Middle Initial  
D.O.B. 7/15/1976 NVSID No. 081142730 Home Phone No. Cell Phone No.  
Address No. 61-11 Street PETTIT AVENUE Apartment No. City QUEENS State/Province New York Zip/Postal Code 11372  
Summons Type Summons No. Summons Offense

Add Prisoner Delete Prisoner Back Save & Continue

Click Save & Continue

23. A Confirmation dialog box appears confirming whether you want to update the Invoice with these changes.
24. Click **Yes** if changes were made and you want them to be saved. Otherwise click **No**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Start > MOS > Owner(s) / Compl(s) > **Prisoner(s)** > Article(s) > Packaging > Lab Request > Remarks > Sign Off

Invoice No. 2000000633 Invoice Date 09/02/2010

Prisoner 1 Prisoner 2

Arrest No. 609613876 Validate Date Of Arrest 11/30/2001 Last Name ARRINGTON First Name JERMAINE Middle Initial  
D.O.B. 7/15/1976 NVSID No. 081142730 Home Phone No. Cell Phone No.  
Address No. 61-11 Street PETTIT AVENUE Apartment No. City QUEENS State/Province New York Zip/Postal Code 11372  
Summons Type Summons No. Summons Offense

Add Prisoner Delete Prisoner Back Save & Continue

**Confirmation dialog**  
Are you sure you want to update the invoice with these changes?  
Yes No



## 5.5 Update Invoice: ARTICLES

25. On the Article(s) Summary screen, the Article information is displayed.
26. Existing lines can be changed if needed by selecting the appropriate Article and clicking

View/Edit Details

27. The Article details screen now appears.
28. The Property Type Level 1, 2, 3 and Qty fields are displayed but **CANNOT** be changed.
29. The Property description and Alarm information is displayed and can be changed if desired.
30. Click

Save & Continue



31. The Article(s) Summary screen reappears
32. Once complete click **Save & Continue**
33. A Confirmation dialog box appears confirming whether you want to update the Invoice with these changes.
34. Click **Yes** if changes were made and you want them to be saved. Otherwise click **No**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Start > MOS > Owner(s) / Compl(s) > Prisoner(s) > Article(s) > Packaging > Lab Request > Remarks > Sign Off > [Icons]

Invoice No. 2000000633 Invoice Date 09/02/2010 [HELP]

Article List

Select	Item No	Quantity	Description
<input type="checkbox"/>	1	2	GENERAL PROPERTY   ACCESSORY   Handbag   Enter Description   Color:BLACK   Make:GUCCI   Model:LEATHER   Serial No.:1   NYSPIN Alarm:YES   Alarm Originating Agency:Enter Agen   Alarm Number:Enter Alarm No.
<input type="checkbox"/>	2	2	GENERAL PROPERTY   ACCESSORY   Keys   Enter Description   Color:ALUMINUM/SILVER   NYSPIN Alarm:NO
<input type="checkbox"/>	3	1	GENERAL PROPERTY   ACCESSORY   Wallet   Enter Description   Color:BEIGE   NYSPIN Alarm:NO
<input type="checkbox"/>	4	1	GENERAL PROPERTY   ACCESSORY   Handbag   Enter Description   Color:BLUE   NYSPIN Alarm:NO

View/Edit Details Remove Add Item

Back Save & Continue

Click Save & Continue

### Notes:

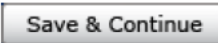


- Existing Article Quantities cannot be changed.
- New Article line items cannot be added.
- Existing Article line items cannot be removed.

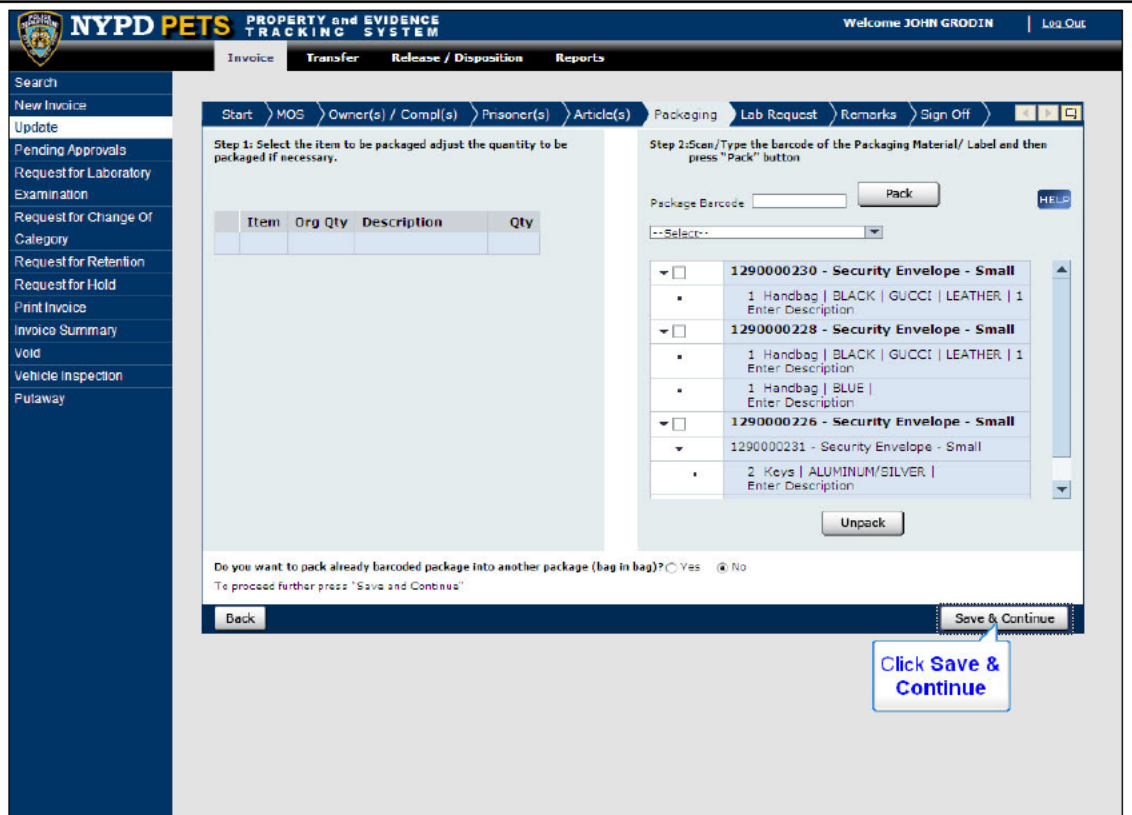






### 5.6 Update Invoice: PACKAGING

35. On the Packaging screen the Packaging information is displayed but **CANNOT** be changed.
36. Click 
37. A Confirmation dialog box appears confirming whether you want to update the Invoice with these changes.
38. Click  if changes were made and you want them to be saved. Otherwise click 



The screenshot shows the NYPD PETS web application. The top navigation bar includes the NYPD logo, the system name 'NYPD PETS PROPERTY and EVIDENCE TRACKING SYSTEM', and a user welcome message 'Welcome JOHN GRODIN | Log Out'. Below this is a main menu with tabs: 'Invoice', 'Transfer', 'Release / Disposition', and 'Reports'. The 'Invoice' tab is active, and a sub-menu on the left lists various actions like 'Search', 'New Invoice', 'Update', 'Pending Approvals', etc. The main content area is titled 'Packaging' and shows a list of items to be packaged. The list has columns for 'Item', 'Org Qty', 'Description', and 'Qty'. The items listed are:

Item	Org Qty	Description	Qty
1290000230	1	Handbag   BLACK   GUCCI   LEATHER	1
1290000228	1	Handbag   BLACK   GUCCI   LEATHER	1
1290000226	1	Handbag   BLUE	1
1290000231	2	Keys   ALUMINUM/SILVER	2

Below the list, there is a confirmation dialog box asking 'Do you want to pack already barcoded package into another package (bag in bag)?' with 'Yes' and 'No' radio buttons. The 'No' button is selected. At the bottom right, there is a 'Click Save & Continue' button.




#### Notes:

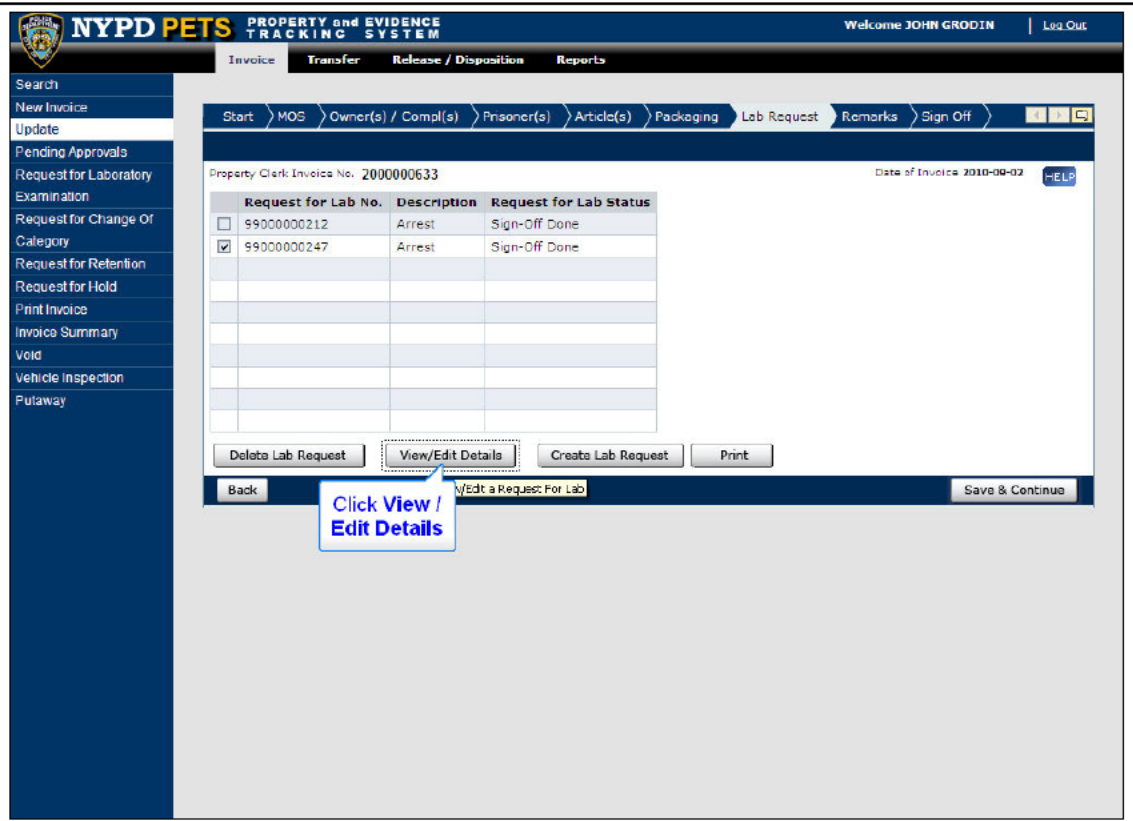
- The Packaging information is displayed but cannot be changed via "Update Invoice".





## 5.7 Update Invoice: LAB REQUEST

39. On the Lab Request screen the Lab request information is displayed but **CANNOT** be changed.
40. Click 
41. A Confirmation dialog box appears confirming whether you want to update the Invoice with these changes.
42. Click  if changes were made and you want them to be saved. Otherwise click 



Request for Lab No.	Description	Request for Lab Status
<input type="checkbox"/> 99000000212	Arrest	Sign-Off Done
<input checked="" type="checkbox"/> 99000000247	Arrest	Sign-Off Done

### Notes:

- You cannot change, remove, or add new Lab Requests from this screen. You can create a new Lab Request by executing "Request for Laboratory Examination" in PETS.



### 5.8 Update Invoice: REMARKS

43. The reasons for taking the property into custody are displayed in Remarks. Existing entries CANNOT be changed but new entries can be added as needed.
44. Whether or Not Prisoner / Finder Receipt issued was accepted or not is displayed. It can be changed as needed.
45. If desired Upload related documents/ photographs.
46. You can add or remove Related Invoices as desired.
47. Once complete click **Save & Continue**

48. A Confirmation dialog box appears confirming whether you want to update the Invoice with these changes.
49. Click **Yes** if changes were made and you want them to be saved. Otherwise click **No**



### Notes:

- On the Remarks Screen : Multiple Invoices can be linked to by clicking

Add Invoice



### 5.9 Update Invoice: SIGN OFF

50. On the Sign Off screen click **Review Invoice** to generate the Invoice Preview. (mandatory)
51. Once reviewed close the Review window, enter your User ID and Password and click **Sign** to indicate your official Signoff as the Requesting Officer updating the Invoice. (mandatory)

The screenshot shows the NYPD PETS web application interface. The top navigation bar includes 'Invoice', 'Transfer', 'Release / Disposition', and 'Reports'. The left sidebar lists various actions: Search, New Invoice, Update, Pending Approvals, Request for Laboratory Examination, Request for Change Of Category, Request for Retention, Request for Hold, Print Invoice, Invoice Summary, Void, Vehicle Inspection, and Putaway. The main content area is titled 'Sign Off' and displays the following information:

- Invoice No.: 2000000633
- Invoice Date: 09/02/2010
- Signatures are required before the change invoice can be finalized.
- Requesting Officer: GRODIN, JOHN (Rank: SGT, Command: PROPERTY CLERK DIV)
- A 'Review Invoice' button is available.
- An 'Affirmation' section with a signature pad and a 'Sign' button.
- A 'Save & Continue' button at the bottom right.

### Notes:

- On the Sign Off Screen (step 51): The Requesting Officer can also sign with a signature pad.



## 5.10 Update Invoice: UPDATE COMPLETE

52. Congratulations your Invoice has been updated.
53. The Invoice Print screen now appears so you can generate the required output.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice

Update

Pending Approvals

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

Request for Hold

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

Invoice change has been sent for approval(ZPD\_MESSAGE.461)

Invoice No. 2000000633

Print Copy

☐ PCD File ☐ PCD Work ☐ Assigned Investigator ☐ ADA

☐ Prisoner/ Finder/ Owner ☐ Arresting Officer ☐ Invoicing Officer

Print

### Summary: Update Invoice

You have successfully Updated an Invoice in PETS. You should be able to Update the following information in an Approved Invoice:

- Member of Service information (except Invoicing Officer).
- Owners and Complainants' information.
- Prisoner's information.
- Article's description.
- Remark's information.





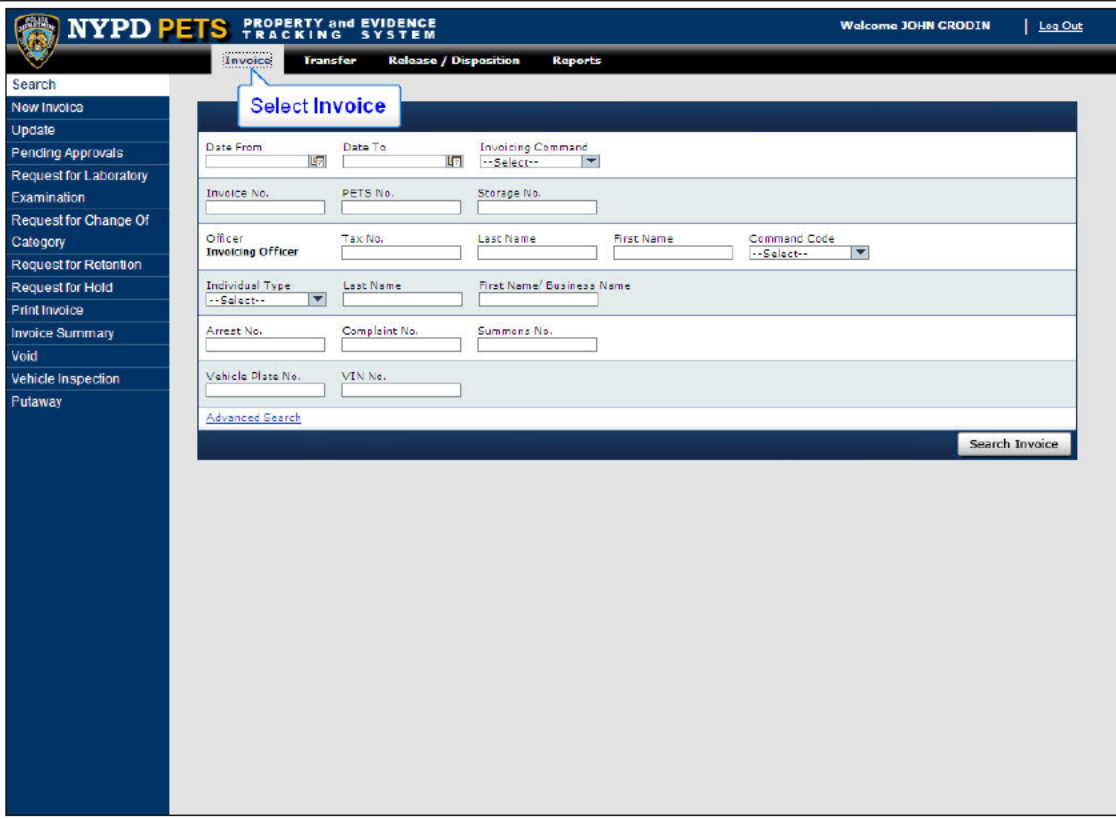




## 6. Create Invoice (Vehicle)

The following document explains how to create an Invoice (Vehicle) in PETS. Upon completion the user will be able to create an Invoice for Vehicles and perform an initial Vehicle Inspection.

### 6.1 Create Invoice (Vehicle): START SCREEN

Steps	Screen View
1. From the initial PETS screen, select the <b>Invoice</b> tab.	



# NYPD PETS

PROPERTY and EVIDENCE  
TRACKING SYSTEM

Create Invoice  
(Vehicle)

## Steps

2. From the Invoice menu select

New Invoice

## Screen View

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN CRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search

New Invoice

Update

Approval

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

Request for Hold

Change Approval

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

Invoice No. PETS No. Storage No.

Officer Invoicing Officer Tax No. Last Name First Name Command Code

Individual Type Last Name First Name / Business Name

Arrest No. Complaint No. Summons No.

Vehicle Plate No. VIN No.

Advanced Search

Search Invoice

3. On the Start screen select the appropriate Property Type (Vehicle), Property Category, and Invoicing Command. (mandatory)

4. Once complete click

Next

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN CRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search

New Invoice

Update

Approval

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

Request for Hold

Change Approval

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

Start MOS Owner(s) / Compl(s) Prisoner(s) Article(s) Inspection Packaging Remarks Sign Off

You Have 107 Outstanding Invoices | View Invoices

Invoice Date 07/30/2010

Copy pedigree information from existing Invoice number: Copy

Property Type VEHICLE Property Category ARREST EVIDENCE Invoicing Command 040-42TH PCT.

Back Next

Click Next



Steps	Screen View
5. Enter the Invoicing Officer's Tax No. and click <a href="#">Validate</a> to auto populate the Officer's information. If the Officer is Non-NYPD you must manually enter their information. (mandatory)	
6. Once complete click <a href="#">Save &amp; Continue</a>	

### Notes:

- On the Start screen (step 5): You can choose [Reserve Invoice No.](#) and complete the Invoice at a later time. You can also choose [Generate Worksheet](#) to record your written notes.





## 6.2 Create Invoice (Vehicle): MOS SCREEN

- On the Member Of Service (MOS) screen you must enter the Arresting Officer's Tax No. and click [Validate](#) to auto populate the Officer's information. If the Officer is Non-NYPD you must manually enter their information. (mandatory)
- If applicable you can also enter the Investigating Officer, Detective Squad Supervisor, and CSU/ ECT Processing Officer Information.

- If applicable select the ADA Office from the drop down menu.
- If available enter the Last Name, First Name and Tel No. of the ADA Officer.
- Once complete click

Save & Continue





12. Enter the D.C.A Lic. No. and click [Validate](#) to auto populate the Assigned Towing Company information.
13. Enter the Department Tow Operator Tax No. and click [Validate](#) to auto populate the Tow Operator information. If the Operator is Non-NYPD you must manually enter the information.

### Notes:

- On the MOS Screen (step 8): You can enter the *Det. Squad Case No.* while creating the Detective Squad Supervisor. You can also enter the *CSU/ ECT No.* while creating the CSU/ECT Processing Officer.
- On the MOS Screen (step 12): You can delete Assigned Towing Company by clicking

Delete Assigned Towing Company

- On the MOS Screen (step 13): You can delete Department Tow Operator by clicking

Delete Department Tow Operator





## 6.3 Create Invoice (Vehicle): OWNER(S) / COMPLAINTANT(S)

- On the Owner(s)/ Comp(s) screen enter the Complaint no. and click **Validate** to auto populate the complaint information. The Complainant(s), Prisoner(s), and Offense Information should auto populate at this time. If the information doesn't auto populate you must manually enter it. (mandatory)

- Select all the special categories which the Property Related To by clicking on ☒
- Select the appropriate Complainant type from the drop down menu.
- Multiple Complainants are possible. You can add Complainants by clicking on **Add Complainant** and delete Complainants by clicking on **Delete Complainant**



18. If the Titled Owner is an existing Complainant or Prisoner you can copy their information by selecting the appropriate choice from the drop down menus.

19. If the Lien Holder is an existing Complainant or Prisoner you can copy their information by selecting the appropriate choice from the drop down menu.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search  
New Invoice  
Update  
Approval  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Change Approval  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Complaint No. (YYYY-PCT-XXXXXX) 12008-122-011518 Validate Related Complaint No. Aided/Accident No.

Date of Incident: \* 12/6/2009 IP Charge/Offense under Investigation \* PETIT LARC Law Section \* 15525 Crime Classification \* Misdemeanor

Property Related To: (Please select all applicable options)  
☐ Homicide ☐ Arson/Explosion ☐ Sexual Offense ☒ Internal Investigation ☐ MOS is Complainant/Victim

Complainant 1  
Business/Organization  
Business/Organization Name TOYS R US Telephone No.  
Address 2845 Street RICHMOND AVENUE Apartment No. City STATEN ISLAND State/Province New York Zip/Postal Code  
Add Complainant Delete Complainant

Titled Lien Holder Registered  
Owner  
Select Complainant (Complainant 1) Select Prisoner  
Business/Organization ☒ Lien Holder: ☒ Registered Owner:  
Business/Organization Name TOYS R US Telephone No.  
Address 2845 Street RICHMOND AVENUE Apartment No. City STATEN ISLAND State/Province New York Zip/Postal Code  
Delete Owner

Click Save & Continue

Back Save & Continue

20. If the Lien Holder and or the Registered Owner are the same as the Titled Owner, select Lien Holder and or Registered Owner check boxes to copy the information. If the Lien Holder and Registered Owner information is different to the Titled Owner then you can enter their information manually.

21. Once complete click

Save & Continue

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search  
New Invoice  
Update  
Approval  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Change Approval  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Complaint No. (YYYY-PCT-XXXXXX) 12008-122-011518 Validate Related Complaint No. Aided/Accident No.

Date of Incident: \* 12/6/2009 IP Charge/Offense under Investigation \* PETIT LARC Law Section \* 15525 Crime Classification \* Misdemeanor

Property Related To: (Please select all applicable options)  
☐ Homicide ☐ Arson/Explosion ☐ Sexual Offense ☒ Internal Investigation ☐ MOS is Complainant/Victim

Complainant 1  
Business/Organization  
Business/Organization Name TOYS R US Telephone No.  
Address 2845 Street RICHMOND AVENUE Apartment No. City STATEN ISLAND State/Province New York Zip/Postal Code  
Add Complainant Delete Complainant


Titled Lien Holder Registered  
Owner  
Select Complainant (Complainant 1) Select Prisoner  
Business/Organization ☒ Lien Holder: ☒ Registered Owner:  
Business/Organization Name TOYS R US Telephone No.  
Address 2845 Street RICHMOND AVENUE Apartment No. City STATEN ISLAND State/Province New York Zip/Postal Code  
Delete Owner

Click Save & Continue

Back Save & Continue



### Notes:

- On the Owners(s)/ Comp(s) Screen (step 18): You can delete the Owner by clicking 
- If the Complainant and Owner information is not populated you must manually enter it.



## 6.4 Create Invoice (Vehicle): PRISONER(S)

22. On the Prisoner(s) screen enter the Arrest No. (If known and not already populated) and click **Validate** to auto populate the Prisoner's information. If the information does not populate you must manually enter it.

23. Once complete click **Save & Continue**

### Notes:

- On the Prisoner Screen (step 22): Multiple Prisoners are possible. You can add Prisoners by clicking on **Add Prisoner** or delete Prisoners by clicking on **Delete Prisoner** as you see fit.
- Based on the Complaint No. and or Arrest No. various information should auto populate. Information that was auto populated can be changed if needed. Information that did not auto populate must be manually entered.





## 6.5 Create Invoice (Vehicle): ARTICLE(S)

24. On the Article(s) screen select the appropriate Level 2 and 3 Property Types. (mandatory)
25. The Qty field defaults to one because you can only enter one vehicle per Invoice.
26. Enter the Property information like Year, Make, Model, etc by selecting from the dropdown menus. (mandatory)
27. Indicate whether VIN Available.
28. If available enter the VIN and click [Validate](#)
29. If the VIN is correct the Discrepancy in VIN field is defaulted to "NO".

30. Enter information for all the mandatory fields like No. of Lic. Plates, Lic. Plate No. and State.
31. If Alt. Lic. Plates exists then enter Lic. Plate No. and State.
32. Enter Certificate of Inspection No., State and Year.
33. Indicate whether or not the Vehicle is Running, Double Towing was involved, and whether or not Personal Property was Removed by clicking "Yes" or "No".
34. Indicate whether or not an Alarm Flag exists by clicking "YES" or "NO". If YES enter the Alarm information.



# NYPD PETS

## PROPERTY and EVIDENCE TRACKING SYSTEM

Create Invoice (Vehicle)

35. Enter any Additional Description of the Property.

36. Once complete click

Save & Continue

37. The initial property line item created from 24-36 now appears.

38. If you wish to edit an existing line item or remove it select ☒ to the left of the line and click either

View/Edit Details

Remove

39. Once complete click

Save & Continue






40. Enter the NYPD Tax No. of the Officer who notified the Owner and click [Validate](#) to auto populate the Notifying Officer's information. If the information doesn't auto populate you must manually enter it.
41. Enter the Date and Time that the Owner was notified.
42. Select How the Owner was Notified from the drop down menu.

43. If the Person from whom vehicle was taken is an existing Complainant or Prisoner you can copy their information by selecting the appropriate choice from the drop down menus. Otherwise enter the information manually.
44. Enter the Location from where the Vehicle was recovered.
45. Once complete click



### Notes:

- On the Articles Screen (step 26): The options available to describe the Property may vary by Property Type and Category.
- On the Article(s) Screen (step 41): You can delete the Notifying Officer by clicking on 
- On the Article(s) Screen (step 43): You can delete the Person from whom the vehicle was taken by clicking 
- On the Article(s) Screen (step 44): You can delete the Location from where the Vehicle was Recovered by clicking 





## 6.6 Create Invoice (Vehicle): VEHICLE INSPECTION

46. To start the Inspection of the vehicle click

Start New Inspection

The screenshot shows the NYPD PETS interface. The left sidebar contains a menu with options: Search, New Invoice, Update, Pending Approvals, Request for Laboratory Examination, Request for Change Or Category, Request for Retention, Request for Hold, Print Invoice, Invoice Summary, Void, Vehicle Inspection, and Putaway. The main content area has a top navigation bar with 'Invoice', 'Transfer', 'Release / Disposition', and 'Reports'. Below this is a breadcrumb trail: 'Start > MOS > Owner(s) / Compl(s) > Prisoner(s) > Article(s) > Inspection > Packaging > Remarks > Sign Off'. The 'Inspection' step is active. A callout box points to the 'Start New Inspection' button. The form fields include: Invoice No. (blank), Inspection No. (blank), Invoice Date (9/2/2010), Inspection Description (dropdown menu), Inspection Performed by (JOHN GRODIN), Start Date (9/2/2010), and a table for Equipment, Unit (\*), and Remarks. A 'Back' button is at the bottom left, and a 'Save & Continue' button is at the bottom right.

47. The Inspection screen now appears. Select the Description of the Inspection from dropdown menu.

48. The name of the Officer who performed the Inspection defaults. If desired you can change the Officer's Name.

49. Enter the appropriate Material Description listed, by selecting the appropriate Unit (mandatory) and enter Remarks (If applicable).

The screenshot shows the NYPD PETS interface. The left sidebar contains a menu with options: Search, New Invoice, Update, Pending Approvals, Request for Laboratory Examination, Request for Change Or Category, Request for Retention, Request for Hold, Print Invoice, Invoice Summary, Void, Vehicle Inspection, and Putaway. The main content area has a top navigation bar with 'Invoice', 'Transfer', 'Release / Disposition', and 'Reports'. Below this is a breadcrumb trail: 'Start > MOS > Owner(s) / Compl(s) > Prisoner(s) > Article(s) > Inspection > Packaging > Remarks > Sign Off'. The 'Inspection' step is active. The form fields include: Invoice No. (2000000724), Inspection No. (890000001124), Invoice Date (9/2/2010), Inspection Description (dropdown menu), Inspection Performed by (JOHN GRODIN), Start Date (9/2/2010), and a table for Equipment, Unit (\*), and Remarks. The table has the following data:

Equipment	Unit (*)	Remarks
BATTERY	Yes	
TIRES	04	
AIRBAGS	01	
NAVIGATION SYSTEM	Yes	
RADIO	AM / FM	
ADDITIONAL AUDIO EQUIPMENT	CD PLAYER	
SPECIAL WHEELS	01	
WHEEL COVERS	None	
KEYS WITH VEHICLE	None	
TRUNK	Locked	
GLOVE COMPARTMENT	Locked	
INTERNAL CONDITION	Good	
EXTERNAL CONDITION	Fair	
OTHER	Enter Comments	Enter Comments here

Below the table is a section for 'Additional Equipment/Accessories' with a 'Select' dropdown, 'Additional Equipment' text, and 'Add New' and 'Delete' buttons. At the bottom is a section for 'Missing/Damaged Parts' with a 'Select' dropdown, 'Missing/Damaged Type' text, and 'Remarks' text.





# NYPD PETS

## PROPERTY and EVIDENCE TRACKING SYSTEM

Create Invoice  
(Vehicle)

50. If Additional Equipment/ Accessories exist, enter the details.
51. If Parts of the Vehicle are Missing /Damaged, select the Part from the drop down menu, enter a description in Remarks, and Upload any associated images (If applicable).
52. Once complete click **Save & Continue**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GROSS | Log Out

Invoice Transfer Release / Disposition Reports

Search  
New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Inspection No. 890000001124

Start New Inspection

Inspection Description: Inventory Inspection Inspection Performed by: JOHN GROSS Start Date: 9/2/2010

Equipment	Unit (*)	Remarks
BATTERY	Yes	
TIRES	04	
AIRBAGS	01	
NAVIGATION SYSTEM	Yes	
RADIO	AM / FM	
ADDITIONAL AUDIO EQUIPMENT	CD PLAYER	
SPECIAL WHEELS	01	
WHEEL COVERS	None	
KEYS WITH VEHICLE	None	
TRUNK	Locked	
GLOVE COMPARTMENT	Locked	
INTERNAL CONDITION	Good	
EXTERNAL CONDITION	Fair	
OTHER	Enter Comments	Enter Comments here

Additional Equipment/Accessories

Select Additional Equipment

☒ Enter Additional Equipment here

Add New Delete

Missing/Damaged Parts

Select Missing/Damaged Type Remarks

☒ Headlight Enter Remarks here

Add New Delete

Click Save & Continue

Back Save & Continue

53. A Confirmation screen appears. Click **Cancel** if you want to go back and edit the Inspection information or click **Ok** to complete the Inspection.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GROSS | Log Out

Invoice Transfer Release / Disposition Reports

Search  
New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Inspection No. 890000001124

Start New Inspection

Inspection Description: Inventory Inspection Inspection Performed by: JOHN GROSS Start Date: 9/2/2010

Equipment	Unit (*)	Remarks
BATTERY	Yes	
TIRES	04	
AIRBAGS	01	
NAVIGATION SYSTEM	Yes	
RADIO	AM / FM	
ADDITIONAL AUDIO EQUIPMENT	CD PLAYER	
SPECIAL WHEELS		
WHEEL COVERS		
KEYS WITH VEHICLE		
TRUNK		
GLOVE COMPARTMENT		
INTERNAL CONDITION		
EXTERNAL CONDITION		
OTHER	Enter Comments	Enter Comments here

Additional Equipment/Accessories

Select Additional Equipment

☒ Enter Additional Equipment here

Add New Delete

Missing/Damaged Parts

Select Missing/Damaged Type Remarks

☒ Headlight Enter Remarks here

Add New Delete

Confirmation





Do You Want To Complete Inspection?

Ok Cancel

Back Save & Continue



### Notes:

- On the Vehicle Inspection Screen (step 50): You can Add New equipment and or accessories by clicking on  and Delete equipment and or accessories by selecting the line item and clicking on 
- On the Vehicle Inspection Screen (step 51): You can Add Missing and or Damaged parts by clicking on  and if desired delete Missing and or Damaged Parts by selecting the line item and clicking on 



## 6.7 Create Invoice (Vehicle): PACKAGING

54. To pack the line item, select the line item to be packed by clicking on the check

box

55. You can either scan or type the barcode of the packaging material; Click

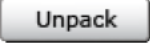
Pack

56. The selected article has been packed and moved to the right side of the screen.
57. Click

Save & Continue



### Notes:

- On the Packaging Screen (step 56): If desired you can unpack packages. To unpack, select the desired package and click 



## 6.8 Create Invoice (Vehicle): REMARKS

58. On the Remarks screen you can link Related Invoices by entering an Invoice No. and clicking

Preview

59. If you want to link the Invoice, click

Add Invoice

Multiple Related Invoices can be linked.

60. Enter the Reasons for taking the Property into custody in the Remarks section. (mandatory)

61. Indicate whether or not the Prisoner / Finder Receipt issued was accepted or not by clicking either "Yes" or "Refused"

Prisoner / Finder Receipt Issued  
☒ Yes ☐ Refused

(mandatory)

62. To upload Related documents/ photographs select the document type from the dropdown menu and upload the supporting documents/ photographs.

63. Once complete click

Save & Continue





### Notes:

- On the Remarks Screen (step 59): Multiple Invoices can be Related.
- On the Remarks Screen (step 59): Linked Invoices can be removed by clicking

Remove Invoice



## 6.9 Create Invoice (Vehicle): SIGN OFF

64. On the Sign Off screen, click **Review Invoice** to generate the Invoice Preview. (mandatory)
65. Once reviewed close the Preview window. Enter your User ID and Password. Once complete, click **Sign** to indicate your official Signoff as an Invoicing Officer. (mandatory)

66. If known, enter the Supervisor's Tax No. who will be approving the Invoice and click **Validate**. The Invoice will be made available to the Supervisor for approval.
67. If an appropriate Supervisor is immediately available to approve the Invoice then select **Proceed to the Supervisor Sign-off**.



68. To execute the official Sign Off, the Supervisor needs to click

**Review Invoice**

to generate the Invoice Preview. (mandatory)

69. Once reviewed close the Preview window.

The Supervisor should enter their User ID and Password. Once complete the supervisor must click

**Sign**

to indicate their official Signoff as a Supervisor. (mandatory)

70. Once complete click

**Save & Continue**

### Notes:

- On the Sign Off Screen (step 65): The Invoicing Officer & Supervisor can also sign with a signature pad.
- On the Sign Off Screen (step 68 & 69): The Supervisor is expected to execute these steps



## 6.10 Create Invoice (Vehicle): CREATION COMPLETE

71. Congratulations you have created a Vehicle Invoice.
72. The Invoice Print screen now appears so you can generate the required output.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search  
New Invoice  
Update  
Approval  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Change Approval  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

**Invoice Creation Completed**

Invoice No. 2000000724

Print Copy

☐ PCD File ☐ PCD Work ☐ Assigned Investigator ☐ ADA  
☐ Prisoner/ Finder/ Owner ☐ Arresting Officer ☐ Invoicing Officer

Print

### Summary: Create Invoice (Vehicle)

You have successfully created a Vehicle Invoice in PETS. You should now be able to create an Invoice for Vehicles and perform an Initial Vehicle Inspection.







## 7. Update an Approved Invoice (Vehicle)

The following document explains how to Update an Approved Invoice (Vehicle) in PETS. An Approved Invoice is an Invoice that has been fully “Signed Off” by the Invoicing Officer and a Supervisor (SGT or above).

Upon completion the user will be able to update the following information in an Invoice.

- Member of Service information (except Invoicing Officer).
- Owners and Complainants’ information.
- Prisoner’s information.
- Article’s description.
- Remarks information.

Any updates to an approved Invoice are effective immediately, however all Updates are subjected to an approval process. If the Updates are rejected the entries will be reversed and the Invoicing officer will be notified.



## 7.1 Update Invoice: START SCREEN

Steps	Screen View
1. From the initial PETS screen, select the <b>Invoice</b> tab.	



# NYPD PETS

PROPERTY and EVIDENCE  
TRACKING SYSTEM

Update Approved  
Invoice (Vehicle)

2. From the Invoice menu select

**Update**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GROSSIN | [Log Out](#)

**Invoice** Transfer Release / Disposition Reports

Search

New Invoice  
Update  
**Select Update**  
Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Date From:  Date To:  Invoicing Command:

Invoice No.:  PETS No.:  Storage No.:

Officer Invoicing Officer:  Tax No.:  Last Name:  First Name:  Command Code:

Individual Type:  Last Name:  First Name/ Business Name:

Arrest No.:  Complaint No.:  Summons No.:

Vehicle Plate No.:  VIN No.:

[Advanced Search](#)

3. On the Start screen enter the Invoice No.(mandatory) and click

**Update**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GROSSIN | [Log Out](#)

**Invoice** Transfer Release / Disposition Reports

Start MOS Owner(s) / Compl(s) Prisoner(s) Article(s) Packaging Remarks Sign Off

⚠ You Have 227 Outstanding Invoices | [View Invoices](#) [HELP](#)

Invoice No. \*

**Click Update**



# NYPD PETS

## PROPERTY and EVIDENCE TRACKING SYSTEM

Update Approved Invoice (Vehicle)

4. The Property Type, Property Category, and Invoicing Command are displayed but CANNOT be changed.

If you need to change the Property Category you must create a "Request for Change of Category" in PETS.

Next

5. Click

NYPD PETS PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GROOM | Log Out

Invoice Transfer Release / Disposition Reports

Start MOS Owner(s) / Compl(s) Prisoner(s) Article(s) Inspection Packaging Remarks Sign Off

Invoice No. 2000000724 Invoice Date 09/02/2010

Property Type \* VEHICLE Property Category \* ARREST EVIDENCE Invoicing Command \* 045-45TH PCT.

Back Next

Click Next

6. The Invoicing Officer's information is displayed and cannot be changed.
7. If the Invoicing Officer is incorrect you must "Void" the invoice.

8. Click

Save & Continue

NYPD PETS PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GROOM | Log Out

Invoice Transfer Release / Disposition Reports

Start MOS Owner(s) / Compl(s) Prisoner(s) Article(s) Inspection Packaging Remarks Sign Off

Invoice No. 2000000724 Invoice Date 09/02/2010

Property Type VEHICLE Property Category ARREST EVIDENCE Invoicing Command 045-45TH PCT.

Invoicing Officer Tax No. 3345222 Validate Last Name, First Name Smith, John Rank PON Reserve Invoice No. Generate Scratch Copy

Back Save & Continue

Click Save & Continue



9. A Confirmation dialog box appears confirming whether you want to update the Invoice with these changes.
10. Click **Yes** if changes were made and you want them to be saved. Otherwise click **No**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Start: MOS > Owner(s) / Compl(s) > Prisoner(s) > Article(s) > Inspection > Packaging > Remarks > Sign Off > [Icons]

Invoice No. 2000000724 Invoice Date 09/02/2010 [HELP]

Property Type: VEHICLE Property Category: ARREST EVIDENCE Invoicing Command: 045-45TH PCT. [v]

Invoicing Officer: [NYPD] Tax No.: [034590] [Validate] Last Name, First Name: Smith, John Rank: PDM [Reserve Invoice No.]  
[Near-NYPD] Command: [Email: @nypd.org] [Generate Scratch Copy]

[Back] [Save & Continue]

**Confirmation dialog**

Are you sure you want to update the invoice with these changes?

[Yes] [No]

Click Yes

### Notes:

- The confirmation dialog box appears every time you press “Save & Continue” during the Invoice Update Process. Clicking either button allows to proceed to the next screen, however once you select “Yes” the Invoice will be subject to a Change Approval Process. Until the changes are approved the Invoice will remain in “Open-Change Pending” status and blocked from further processing.





## 7.2 Update Invoice: MOS SCREEN

11. On the Member Of Service (MOS) screen the Invoicing Command, and the Invoicing Officer's Tax No. is displayed. It CANNOT be changed.
12. The Arresting Officer, Investigating Officer, and the CSU/EST Processing Officer information are displayed. It can be changed as needed.

**NYPD PETS PROPERTY and EVIDENCE TRACKING SYSTEM**

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Start MOS Owner(s) / Compl(s) Prisoner(s) Article(s) Inspection Packaging Remarks Sign Off

Invoice No. 2000000724 Invoice Date 09/02/2010

Property Type: VEHICLE Property Category: ARREST EVIDENCE Invoicing Command: 045-45TH PCT.

**Invoicing Officer**  
☒ NYPD Tax No. 924590 Command Smith, John Rank: POM  
☐ Non-NYPD Email: @nypd.org

**Arresting Officer**  
☒ NYPD Tax No. 923638 Command CASEY, KENNETH Rank: POM  
☐ Non-NYPD Command: PROP CLERK DIV Email: @nypd.org  
 Delete Arresting Officer

**Investigating Officer**  
☒ NYPD Tax No. Command Rank:  
☐ Non-NYPD Command: Email: @nypd.org  
 Delete Investigating Officer

**Detective Squad Supervisor**  
☒ NYPD Tax No. 885538 Command DIPACLO, DONATO Rank: SGT  
☐ Non-NYPD Command: PROP CLERK DIV Email: @nypd.org Det. Squad Case No.:  
 Delete Detective Squad Supervisor

**CSU/ECT Processing Officer**  
☒ NYPD Tax No. 902243 Command RAMIREZ, STEPHEN Rank: SGT  
☐ Non-NYPD Command: PROP CLERK DIV Email: @nypd.org CSU/ECT Run No.:  
 Delete CSU/ECT Processing Officer

13. The ADA Office information is displayed. It can be changed as needed.
14. Once complete click **Save & Continue**

**NYPD PETS PROPERTY and EVIDENCE TRACKING SYSTEM**

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Property Type: VEHICLE Property Category: ARREST EVIDENCE Invoicing Command: 045-45TH PCT.

**Invoicing Officer**  
☒ NYPD Tax No. 924590 Command Smith, John Rank: POM  
☐ Non-NYPD Email: @nypd.org

**Arresting Officer**  
☒ NYPD Tax No. 923638 Command CASEY, KENNETH Rank: POM  
☐ Non-NYPD Command: PROP CLERK DIV Email: @nypd.org  
 Delete Arresting Officer

**Investigating Officer**  
☒ NYPD Tax No. Command Rank:  
☐ Non-NYPD Command: Email: @nypd.org  
 Delete Investigating Officer

**Detective Squad Supervisor**  
☒ NYPD Tax No. 885538 Command DIPACLO, DONATO Rank: SGT  
☐ Non-NYPD Command: PROP CLERK DIV Email: @nypd.org Det. Squad Case No.:  
 Delete Detective Squad Supervisor

**CSU/ECT Processing Officer**  
☒ NYPD Tax No. 902243 Command RAMIREZ, STEPHEN Rank: SGT  
☐ Non-NYPD Command: PROP CLERK DIV Email: @nypd.org CSU/ECT Run No.:  
 Delete CSU/ECT Processing Officer

**ADA**  
 ADA Office: District Attorney's Office - Manhattan Last Name: Meady First Name: Tom Tel No.:  
 Back Save & Continue



# NYPD PETS

## PROPERTY and EVIDENCE TRACKING SYSTEM

Update Approved Invoice (Vehicle)

15. The Assigned Towing Company information is displayed. It can be changed as needed.
16. Department Tow Operator information is displayed. It can be changed as needed.
17. Click

Save & Continue

Click Save & Continue

18. A Confirmation dialog box appears confirming whether you want to update the Invoice with these changes.
19. Click **Yes** if changes were made and you want them to be saved. Otherwise click **No**

Save & Continue



## 7.3 Update Invoice: OWNERS/ COMPLAINANTS

20. On the Owner(s)/ Comp(s) screen information related to the Complaint No., Complainant, and Owner is displayed. It can be changed if desired.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GROOM | Log Out

Invoice Transfer Release / Disposition Reports

Start > MOS > Owner(s) / Compl(s) > Prisoner(s) > Article(s) > Inspection > Packaging > Remarks > Sign Off > HELP

Invoice No. 200000724 Invoice Date 09/02/2010

Complaint No. [YYYY-PCT-XXXXXX] 2009-122-011516 [Validate] Related Complaint No. Aided/Accident No.

Date of Incident \* 12/8/2008 [In] Charge/Offense under Investigation \* PETIT LARC Law Section \* 155.25 Crime Classification \* Misdemeanor

Property Related To.. ( Please select all applicable options )

☐ Homicide ☐ Arson/Explosion ☐ Sexual Offense ☒ Internal Investigation ☐ MOS is Complainant/Victim

Complainant 1

Business/Organization [v] Business/Organization Name TOYS R US Telephone No. Address 2845 Street RICHMOND AVENUE Apartment No. City STATEN ISLAND State/Province New York Zip/Postal Code 11051

Add Complainant Delete Complainant

Titled Lien Holder Registered

Owner

Select Complainant Select Prisoner Business/Organization [v] Lien Holder Registered Owner

Business/Organization Name TOYS R US Telephone No. Address 2845 Street RICHMOND AVENUE Apartment No. City STATEN ISLAND State/Province New York Zip/Postal Code 11051

Delete Owner

21. Once complete click  
**Save & Continue**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GROOM | Log Out

Invoice Transfer Release / Disposition Reports

Start > MOS > Owner(s) / Compl(s) > Prisoner(s) > Article(s) > Inspection > Packaging > Remarks > Sign Off > HELP

Invoice No. 200000724 Invoice Date 09/02/2010

Complaint No. [YYYY-PCT-XXXXXX] 2009-122-011516 [Validate] Related Complaint No. Aided/Accident No.

Date of Incident \* 12/8/2008 [In] Charge/Offense under Investigation \* PETIT LARC Law Section \* 155.25 Crime Classification \* Misdemeanor

Property Related To.. ( Please select all applicable options )

☐ Homicide ☐ Arson/Explosion ☐ Sexual Offense ☒ Internal Investigation ☐ MOS is Complainant/Victim

Complainant 1

Business/Organization [v] Business/Organization Name TOYS R US Telephone No. Address 2845 Street RICHMOND AVENUE Apartment No. City STATEN ISLAND State/Province New York Zip/Postal Code 11051

Add Complainant Delete Complainant

Titled Lien Holder Registered

Owner

Select Complainant Select Prisoner Business/Organization [v] Lien Holder Registered Owner

Business/Organization Name TOYS R US Telephone No. Address 2845 Street RICHMOND AVENUE Apartment No. City STATEN ISLAND State/Province New York Zip/Postal Code 11051

Delete Owner

Click Save & Continue

Back Save & Continue



22. A Confirmation dialog box appears confirming whether you want to update the Invoice with these changes.
23. Click **Yes** if changes were made and you want them to be saved. Otherwise click **No**

The screenshot displays the NYPD PETS Property and Evidence Tracking System interface. The top navigation bar includes the NYPD logo, the system name, and a user welcome message. The main menu on the left lists various actions like Search, New Invoice, Update, etc. The central form area shows details for an invoice with ID ZU00000724, dated 09/02/2010. It includes fields for Complaint No., Related Complaint No., Aided/Accident No., Date of Incident, Charge/Offense, Law Section, and Crime Classification. A 'Property Related To' section allows selecting applicable options like Homicide, Arson/Explosion, Sexual Offense, Internal Investigation, and MOS is Complainant/Victim. Below this, a 'Complainant' section is visible, showing details for 'Business/Organization' named 'TOYS R US' with address '2845 RICHMOND AVENUE' and telephone number. A 'Confirmation dialog' box is overlaid on the form, asking 'Are you sure you want to update the invoice with these changes?'. The dialog has 'Yes' and 'No' buttons. At the bottom of the form, there is an 'Owner' section with fields for Select Complainant, Select Prisoner, Business/Organization, Address, Telephone No., Apartment No., City, State/Province, and Zip/Postal Code. The 'Delete Owner' button is also present. The bottom of the interface has 'Back' and 'Save & Continue' buttons.







## 7.4 Update Invoice: PRISONERS SCREEN

24. On the Prisoner(s) screen the Prisoner(s) information is displayed. It can be changed if needed.
25. If applicable you can Add/Delete Prisoners.
26. Once complete click **Save & Continue**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GORDIN | Log Out

Invoice Transfer Release / Disposition Reports

Start > MOS > Owner(s) / Compl(s) > **Prisoner(s)** > Article(s) > Inspection > Packaging > Remarks > Sign Off > [Icons]

Invoice No. 2000000724 Invoice Date 09/02/2010 [HELP]

Prisoner 1 Prisoner 2

Arrest No. [Field] [Validate] Date Of Arrest \* [11/30/2001] [M] Last Name \* [Field] First Name \* [Field] Middle Initial [Field]

D.O.B. [Field] NVSED No. [Field] Home Phone No. [Field] Cell Phone No. [Field]

Address No. [Field] Street [Field] Apartment No. [Field] City [QUEENS] State/Province [New York] Zip/Postal Code [Field]

Summons Type [Field] Summons No. [Field] Summons Offense [Field]

[Add Prisoner] [Delete Prisoner]

[Back] [Save & Continue]

Click Save & Continue

27. A Confirmation dialog box appears confirming whether you want to update the Invoice with these changes.
28. Click **Yes** if changes were made and you want them to be saved. Otherwise click **No**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GORDIN | Log Out

Invoice Transfer Release / Disposition Reports

Start > MOS > Owner(s) / Compl(s) > **Prisoner(s)** > Article(s) > Inspection > Packaging > Remarks > Sign Off > [Icons]

Invoice No. 2000000724 Invoice Date 09/02/2010 [HELP]

Prisoner 1 Prisoner 2

Arrest No. [Field] [Validate] Date Of Arrest \* [11/30/2001] [M] Last Name \* [Field] First Name \* [Field] Middle Initial [Field]

D.O.B. [Field] NVSED No. [Field] Home Phone No. [Field] Cell Phone No. [Field]

Address No. [Field] Street [Field] Apartment No. [Field] City [QUEENS] State/Province [New York] Zip/Postal Code [Field]

Summons Type [Field] Summons No. [Field] Summons Offense [Field]

[Add Prisoner] [Delete Prisoner]

[Back] [Save & Continue]

**Confirmation dialog**

Are you sure you want to update the invoice with these changes?

[Yes] [No]





## 7.5 Update Invoice: ARTICLES

29. On the Article(s) Summary screen, the Article information is displayed.
30. Existing lines can be changed if needed by selecting the appropriate Article and clicking

View/Edit Details

The screenshot shows the 'Update Invoice' screen for Invoice No. 2000000724, dated 09/02/2010. The 'Article List' table contains one entry:

Select	Item No	Quantity	Description
<input checked="" type="checkbox"/>	1	1	VEHICLE [VEHICLE] [Vehicle] [Enter Description Here] [Year:2005] [Make:AUDI] [Model:A3] [Color:BLACK] [Type:2 DOOR SEDAN] [VIN Available:NO] [Discrepancy in VIN:NO] [No. of Lic. Plates:1] [Lic. Plate No.:NY-A1234] [Lic. Plate State:AS - US] [Alt. No. of Plates:0] [Alt. Lic. State:1-NONE] [Insp State:AS - US] [Vehicle Running:YES] [Double Towing Involved:NO] [Personal Property Removed:NO] [NYSPI Alarm:NO]

Buttons at the bottom include 'View/Edit Details', 'Remove', 'Add Item', 'Back', and 'Save & Continue'. A blue callout box points to the 'View/Edit Details' button with the text 'Click View/ Edit Details'.

31. The Article details screen now appears.
32. The Property Type Level 1, 2, 3 and Qty are displayed but **CANNOT** be changed.
33. The Property description, VIN, and Alarm information is displayed and can be changed if desired.
34. Click

Save & Continue

The screenshot shows the 'Article Details' form for the selected article. It includes fields for:

- Property Type Level 1, 2, and 3 (all set to VEHICLE)
- Qty (1)
- Year (2005), Make (AUDI), Model (A3), Type (2 DOOR SEDAN)
- Color (BLACK), VIN Available (YES), VIN ( ), Discrepancy in VIN (YES)
- No. of Lic. Plates (1), Lic. Plate No. (NY-A1234), Lic. Plate State (AS - US)
- Alt. No. of Plates (0), Alt. Lic. Plate No. ( ), Alt. Lic. State (1-NONE)
- Certificate of Inspection No. ( ), Insp State (AS - US), Year ( )
- NATB or NTFD ( )
- Vehicle Running (YES), Double Towing Involved (YES), Personal Property Removed (YES)
- Alarm Cancelled by ( ), Alarm Cancelled Date ( ), Alarm Cancelled time ( ), Alarm Complaint number ( )
- Intercity Correspondence Number ( ), Alarm number ( ), Alarm created in PCT ( ), Alarm Transmitted date ( )
- Is there a NYSPIN Alarm for this item? (YES)
- Alarm Originating Agency ( ), Alarm Number ( )
- Additional Description (Enter Description Here)

Buttons at the bottom include 'Back' and 'Save & Continue'. A blue callout box points to the 'Save & Continue' button with the text 'Click Save & Continue'.



# NYPD PETS

## PROPERTY and EVIDENCE TRACKING SYSTEM

Update Approved Invoice (Vehicle)

35. The Article(s) Summary screen reappears.

36. Click

Save & Continue

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GORDIN | Log Out

Invoice Transfer Release / Disposition Reports

Search  
New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Start > MOS > Owner(s) / Compl(s) > Prisoner(s) > **Article(s)** > Inspection > Packaging > Remarks > Sign Off

Invoice No. 2000000724 Invoice Date 09/02/2010

Article List

Select	Item No	Quantity	Description
<input type="checkbox"/>	1	1	VEHICLE (VEHICLE) (Vehicle) (Enter Description Here) (Year:2005) (Make:AUDI) (Model:A3) (Color:BLACK) (Type:2 DOOR SEDAN) (VIN Available:NO) (Discrepancy in VIN:NO) (No. of Lic. Plates:1) (Lic. Plate No.:NY-A1234) (Lic. Plate State:AS - US) (Alt. No. of Plates:0) (Alt. Lic. State:1-NONE) (Insp State:AS - US) (Vehicle Running:YES) (Double Towing Involved:NO) (Personal Property Removed:NO) (NYSPI Alarm:NO)

View/Edit Details Remove Add Item

Back Save & Continue

Click Save & Continue

37. The Notifying Officer information is displayed and can be changed.

38. The information of the Person From Whom Vehicle Taken is displayed and can be changed.

39. The Location information from where the Vehicle was recovered is displayed and can be changed as needed.

40. Once complete click

Save & Continue

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GORDIN | Log Out

Invoice Transfer Release / Disposition Reports

Start > MOS > **Owner(s) / Compl(s)** > Prisoner(s) > Article(s) > Inspection > Packaging > Remarks > Sign Off

Invoice No. 2000000724 Invoice Date 09/02/2010

Owner Notified By: ☒ NYPD ☐ Non-NYPD  
Tax No. 9345500 Validate  
Last Name, First Name CARTER, CUINTYNA  
Rank POF  
Email NULL@snyd.org  
Date 7/7/2010 Time 12:15 How Notified Telephone

Delete Owner Notified By

Select Complainant Select Prisoner

Person Vehicle Taken From  
Last First Telephone No  
Address No Street City State/Province Zip/Postal Code  
Delete Person Vehicle Taken From

Location Vehicle Recovered From  
Address No Street City State/Province Zip/Postal Code Date Time  
10 Elm Street Staten Is NY 11720  
Recovery Location Street  
Delete Location Vehicle Recovered From

Back Save & Continue

Click Save & Continue



41. A Confirmation dialog box appears confirming whether you want to update the Invoice with these changes.
42. Click **Yes** if changes were made and you want them to be saved. Otherwise click **No**

The screenshot shows the NYPD PETS web application. The top navigation bar includes 'Invoice', 'Transfer', 'Release / Disposition', and 'Reports'. The left sidebar lists various actions like 'Search', 'New Invoice', 'Update', 'Pending Approvals', etc. The main content area displays an invoice for 'Invoice No. 2000000724' dated '09/02/2010'. The 'Owner Notified By' section shows 'NYPD' with tax number '924590' and last name 'CARTER, CUNTYNA'. A 'Confirmation dialog' is overlaid on the screen, asking 'Are you sure you want to update the invoice with these changes?'. The dialog has 'Yes' and 'No' buttons. Below the dialog, the 'Location Vehicle Recovered From' section is visible, showing address '10 Elm Street', city 'Staten Isl', state 'NY', and zip '11720'.

### Notes:

- Existing Article Quantities cannot be changed.
- New Article line items cannot be added.
- Existing Article line items cannot be removed.



## 7.6 Update Invoice: INSPECTION

43. To cannot Update the existing Inspection however you can start a new Inspection by clicking on

**Start New Inspection**

(The Procedure is similar to Vehicle Inspection process)

44. Once complete click

**Save & Continue**

The screenshot displays the NYPD PETS web application. The top navigation bar includes the NYPD logo, the title 'NYPD PETS PROPERTY and EVIDENCE TRACKING SYSTEM', and a user welcome message 'Welcome JOHN GRODIN' with a 'Log Out' link. Below the navigation bar, there are tabs for 'Invoice', 'Transfer', 'Release / Disposition', and 'Reports'. The 'Invoice' tab is active, showing a breadcrumb trail: 'Start > MOS > Owner(s) / Compl(s) > Prisoner(s) > Article(s) > Inspection > Packaging > Remarks > Sign Off'. The main content area is titled 'Click Start New Inspection' and contains a 'Start New Inspection' button. Below this button, there are fields for 'Inspection ID' (with a dropdown menu), 'Inspection Performed by:' (with a text input field containing 'JOHN GRODIN'), and 'Start Date:' (with a date picker set to '9/2/2010'). A table with columns 'Equipment', 'Unit (\*)', and 'Remarks' is visible below these fields. At the bottom of the form, there are 'Back' and 'Save & Continue' buttons. A left sidebar menu lists various options: 'Search', 'New Invoice', 'Update', 'Pending Approvals', 'Request for Laboratory Examination', 'Request for Change Of Category', 'Request for Retention', 'Request for Hold', 'Print Invoice', 'Invoice Summary', 'Void', 'Vehicle Inspection', and 'Putaway'.



## 7.7 Update Invoice: PACKAGING

45. On the Packaging screen the Packaging information is displayed but **CANNOT** be changed.
46. Click **Save & Continue**
47. A Confirmation dialog box appears confirming whether you want to update the Invoice with these changes.
48. Click **Yes** if changes were made and you want them to be saved. Otherwise click **No**

The screenshot displays the NYPD PETS web application. The top navigation bar includes the NYPD logo, the system name 'NYPD PETS PROPERTY and EVIDENCE TRACKING SYSTEM', and a user welcome message 'Welcome JOHN GRODIN' with a 'Log Out' link. Below the navigation bar, there are tabs for 'Invoice', 'Transfer', 'Release / Disposition', and 'Reports'. The 'Invoice' tab is active, and the 'Packaging' sub-tab is selected. The main content area is divided into two columns. The left column contains a table with headers 'Item', 'Org Qty', 'Description', and 'Qty'. The right column contains a form for updating packaging information. It includes a 'Step 1: Select the item to be packaged' section with a table. Below this is a 'Step 2: Scan/Type the barcode of the Packaging Material/ Label and then press "Pack" button' section. It features a 'Package Barcode' input field, a 'Pack' button, and a dropdown menu showing '1290000215 - Security Envelope - Small'. Below the dropdown is a list of items: '1 Vehicle | BLUE | YES |' and a prompt 'Enter Description Here'. At the bottom of the form is an 'Unpack' button. A confirmation dialog box is visible at the bottom of the screen, asking 'Do you want to pack already barcoded package into another package (bag in bag)?' with 'Yes' and 'No' radio buttons. A 'Save & Continue' button is located at the bottom right of the form. A blue callout box with the text 'Click Save & Continue' points to the button.

### Notes:

- The Packaging information is displayed but cannot be changed via "Update Invoice".





## 7.8 Update Invoice: REMARKS

49. The Reasons for taking the property into custody are displayed in Remarks. Existing entries CANNOT be changed but new entries can be added as needed.
50. Whether or Not Prisoner / Finder Receipt was accepted or not is displayed. It can be changed as needed.
51. If desired Upload related documents/ photographs.
52. You can add or remove Related Invoices as desired.
53. Once complete click **Save & Continue**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GROSSIN | Log Out

Invoice Transfer Release / Disposition Reports

Start > MOS > Owner(s) / Compl(s) > Prisoner(s) > Article(s) > Inspection > Packaging > Remarks > Sign Off > [Icons]

Invoice No. 2000000724 Invoice Date 09/02/2010 [HELP]

Related Invoice(s)

Invoice #	Preview	Remove Invoice
2000000633	[Preview]	[Remove Invoice]

Invoice # 2000000633  
Tax # 934590  
Officer Name CARTER CUNTYNA  
Category Arrest Evidence  
Property Type GENERAL PROPERTY  
Item # 4

Add Invoice

Remarks \* ( Reason for taking the property into custody - see instructions )  
926913 07/30/2010 05:03 Enter remarks Here  
Enter Remarks here

Prisoner / Finder Receipt Issued \*  
☒ Yes ☐ Refused

Upload related documents/ photographs

Select doc. type --Select-- [Browse...] [Upload]

Document Type	File Name
PHOTOGRAPHS	NYPDIPG.jpg
ORIGINAL INVOICE (NOT CURRENT VERSION)	Invoice_2000000724.pdf

Click Save & Continue

Back [Save & Continue]

54. A Confirmation dialog box appears confirming whether you want to update the Invoice with these changes.
55. Click **Yes** if changes were made and you want them to be saved. Otherwise click **No**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GROSSIN | Log Out

Invoice Transfer Release / Disposition Reports

Start > MOS > Owner(s) / Compl(s) > Prisoner(s) > Article(s) > Inspection > Packaging > Remarks > Sign Off > [Icons]

Invoice No. 2000000724 Invoice Date 09/02/2010 [HELP]

Related Invoice(s)

Invoice #	Preview	Remove Invoice
2000000633	[Preview]	[Remove Invoice]

Invoice # 2000000633  
Tax # 934590  
Officer Name CARTER CUNTYNA  
Category Arrest Evidence  
Property Type GENERAL PROPERTY  
Item # 4

Add Invoice

Remarks \* ( Reason for taking the property into custody - see instructions )  
926913 07/30/2010 05:03 Enter remarks Here  
Enter Remarks here

Prisoner / Finder Receipt Issued \*  
☒ Yes ☐ Refused

Upload related documents/ photographs

Select doc. type --Select-- [Browse...] [Upload]

Document Type	File Name
PHOTOGRAPHS	NYPDIPG.jpg
ORIGINAL INVOICE (NOT CURRENT VERSION)	Invoice_2000000724.pdf

Confirmation dialog

Are you sure you want to update the invoice with these changes ?

Yes No

Back [Save & Continue]



## 7.9 Update Invoice: SIGN OFF

56. On the Sign Off screen click **Review Invoice** to generate the Invoice Preview. (mandatory)
57. Once reviewed close the Preview window. Enter your User ID and Password and click **Sign** to indicate your official Signoff as the Requesting Officer (mandatory).

The screenshot shows the 'Sign Off' screen in the NYPD PETS system. The top navigation bar includes 'Invoice', 'Transfer', 'Release / Disposition', and 'Reports'. The left sidebar lists various actions: Search, New Invoice, Update, Pending Approvals, Request for Laboratory Examination, Request for Change Of Category, Request for Retention, Request for Hold, Print Invoice, Invoice Summary, Void, Vehicle Inspection, and Putaway. The main content area displays the 'Sign Off' screen for Invoice No. 2000000724. It includes a 'Review Invoice' button, an 'Affirmation' section with a signature line, and a 'Sign' button. A 'Save & Continue' button is at the bottom right.

### Notes:

- On the Sign Off Screen (step 57): The Requesting Officer can also sign with a signature pad.



## 7.10 Update Invoice: UPDATE COMPLETE

58. Congratulations your Invoice has been Updated.
59. The Invoice Print screen now appears so you can generate the required output.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice

Update

Pending Approvals

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

Request for Hold

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

Invoice change has been sent for approval(ZPD\_MESSAGE.461)

Invoice No. 2000000724

Print Copy

☐ PCD File ☐ PCD Work ☐ Assigned Investigator ☐ ADA

☐ Prisoner/ Finder/ Owner ☐ Arresting Officer ☐ Invoicing Officer

Print

### Summary: Update Invoice

You have successfully Updated an Invoice in PETS. You should be able to Update the following information for an Invoice:

- Member of Service information (except Invoicing Officer).
- Owners and Complainants' information.
- Prisoner's information.
- Article's description.
- Remarks information.



## 8. Search Invoice

The following document explains how to search for an Invoice in PETS. Upon completion the user will be able to search for an Invoice using the following:

- A specific time period and Invoicing Command (Mandatory)
- Invoice No. / PETS No. / Storage No.
- Tax No. / Last Name, First Name / Command Code
- Individual Type / Last Name, First Name/ Business Name
- Arrest no. / Complaint No. / Summons No.
- Vehicle Plate No. / VIN No.

### 8.1 Search Invoice: START SCREEN

Steps	Screen View
1. From the initial PETS screen, select the <b>Invoice</b> tab.	



### Steps

2. From the Invoice menu select

**Search**

### Screen View

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search

New Invoice

Update

Approval

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

Request for Hold

Change Approval

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

Select Search

From: [ ] To: [ ] Invoicing Command: [--Select--]

Invoice No.: [ ] PETS No.: [ ] Storage No.: [ ]

Officer: [ ] Tax No.: [ ] Last Name: [ ] First Name: [ ] Command Code: [--Select--]

Individual Type: [--Select--] Last Name: [ ] First Name/ Business Name: [ ]

Arrest No.: [ ] Complaint No.: [ ] Summons No.: [ ]

Vehicle Plate No.: [ ] VIN No.: [ ]

Advance Search

Search Invoice

3. On the Search screen enter 'From – To' details and select the Invoicing Command from the drop down menu. (mandatory)

4. Enter any other details available for increased accuracy.

5. Once complete click

**Search Invoice**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search

New Invoice

Update

Approval

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

Request for Hold

Change Approval

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

Search

Data From: 6/1/2010 To: 6/30/2010 Invoicing Command: 43TH PCT

Invoice No.: [ ] PETS No.: [ ] Storage No.: [ ]

Officer: [ ] Tax No.: [ ] Last Name: [ ] First Name: [ ] Command Code: [--Select--]

Individual Type: [--Select--] Last Name: [ ] First Name/ Business Name: [ ]

Arrest No.: [ ] Complaint No.: [ ] Summons No.: [ ]

Vehicle Plate No.: [ ] VIN No.: [ ]

Advance Search

Search Invoice





### Steps

6. If you are not getting the desired results, you can narrow down your Search by clicking on [Advance Search](#)

### Screen View

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search

New Invoice  
Update  
Approval  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Change Approval  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Date From: 7/6/2010 Date To: 7/6/2010 Invoicing Command: 44TH PCT.

Invoice No.: PETS No.: Storage No.:

Officer: Invoicing Officer Tax No.: Last Name: First Name: Command Code: --Select--

Individual Type: --Select-- Last Name: First Name/ Business Name:

Arrest No.: Complaint No.: Summons No.:

Vehicle Plate No.: VIN No.:

[Advance Search](#) Search Invoice

Select Advance Search

7. Select the information such as Property Type 1, Property Type2, Property Category and Material.

8. You can enter other details as needed.

9. Once Complete click

**Search Invoice**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search

New Invoice  
Update  
Approval  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Change Approval  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Date From: 7/6/2010 Date To: 7/6/2010 Invoicing Command: 44TH PCT.

Invoice No.: PETS No.: Storage No.:

Officer: Invoicing Officer Tax No.: Last Name: First Name: Command Code: --Select--

Individual Type: --Select-- Last Name: First Name/ Business Name:

Arrest No.: Complaint No.: Summons No.:

Vehicle Plate No.: VIN No.:

[Advance Search](#)

Property Type 1: GENERAL PROPERTY Property Type 2: APPLIANCE

Property Category: ARREST EVIDENCE Material: AC, FAN & HEATER

Text:

Color: ALUMINUM/SILVER Make: Model: Serial No.:

Is there a NYSPIN Alarm for this item? ☐ YES ☒ NO Alarm Originating Agency: Alarm Number:

Search Invoice

Select Search Invoice



### Steps

10. On the Results screen select the Invoice No. you wish to view.

### Screen View

Invoice No.	Invoice Date	Invoice Command	Property Type	Category	Status	Storage Location
2000000520	06/24/2010	45TH PCT.	CASH	Arrest Evidence	UNAPPROVED	Bronx Pct045
2000000521	06/24/2010	45TH PCT.	CASH	Arrest Evidence	UNAPPROVED	Bronx Pct045
2000000522	06/24/2010	45TH PCT.	CASH	Arrest Evidence	UNAPPROVED	Bronx Pct045
2000000523	06/24/2010	45TH PCT.	VEHICLE	Determine True Owner	UNAPPROVED	Bronx Pct045
2000000524	06/24/2010	45TH PCT.	GENERAL PROPERTY	Arrest Evidence	OPEN	Bronx Pct045

11. The Invoice Summary screen now appears.
12. Select [View Chain of Custody](#) to view the Chain of Custody report.
13. Select [View Invoice](#) to Preview the Invoice. You can also print the Invoice from here.
14. Select [View Associated Documents](#) to view the Associated Documents.
15. Select [Add Remark](#) to Add Remarks to the Invoice if desired.

Item No.	QTY	UOM	Description	Storage Facility	Status
1	1.000	EA	Enter Here		Delivery created


[View Chain of Custody](#)  
[View Invoice](#)  
[View Associated Documents](#)  
[Add Remark](#)

Remarks  
user 01.07.2010 06:11:38 Enter Remarks here 926913 01.07.2010 06:34:21 Enter Remarks for change user 01.07.2010 07:49:12 Enter Remarks here

< Back



### **Notes:**

- From the Results screen (step 11): You can go back to the Search screen to search for another Invoice by clicking on 

### **Summary: Search Invoice**

You have successfully searched an Invoice in PETS. You should be able to search an Invoice by:

- A Specific Period and Invoicing Command (Mandatory)
- Invoice No. / PETS No. / Storage No.
- Tax No. / Last Name, First Name / Command Code
- Individual Type / Last Name, First Name/ Business Name
- Arrest no. / Complaint No. / Summons No.
- Vehicle Plate No. / VIN No.





## 9. Copy Invoice

The following document explains how to create a new Invoice by copying an existing Invoice in PETS. Upon completion the user will be able to copy an existing Invoice.

The following information defaults from the Invoice being copied, if desired it can be changed:

- Invoicing Command.
- Members of Service (MOS) information.
- Owners' and Complainants' information.
- Prisoners' information.

The following Information DOES NOT default from the Invoice being copied and must be manually entered to complete the Invoice.

- Property Type
- Article(s)
- Packaging
- Request for Laboratory Examination (if applicable).
- Remarks
- Sign Off





## 9.1 Copy Invoice: START SCREEN

Steps	Screen View
1. From the initial PETS screen, select the <b>Invoice</b> tab.	<p>The screenshot displays the NYPD PETS 'Copy Invoice' start screen. The interface includes a sidebar menu on the left with options such as 'Search', 'New Invoice', 'Update', 'Approval', 'Request for Laboratory Examination', 'Request for Change Of Category', 'Request for Retention', 'Change Hold Status', 'Change Approval', 'Print Invoice', 'Invoice Summary', 'Void', and 'Inspection Lot'. The main area features tabs for 'Invoice', 'Transfer', 'Release / Disposition', and 'Reports'. The 'Invoice' tab is selected, showing a 'Select Invoice' dialog box. This dialog box contains fields for 'From', 'To', 'Invoice No.', 'Invoicing Command', 'Officer', 'Tax ID', 'Last Name', 'First Name', 'Command Code', 'Owner of Property', 'Storage No.', 'PETS No.', 'Arrest No.', 'Complaint No.', 'Summons No.', 'Vehicle Plate No.', and 'VIN No.'. A 'Search Invoice' button is located at the bottom of the dialog box.</p>



### Steps

2. From the Invoice menu select

**New Invoice**

### Screen View

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome Rohan Joshi | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice

Up

Ap **Select New Invoice**

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

Change Hold Status

Change Approval

Print Invoice

Invoice Summary

Void

Inspection Lot

Search Invoice

From To Invoice No. Invoicing Command

13TH PCT.

Officer Tax ID Last Name First Name Command Code

Invoicing Officer

Owner of Property Last Name First Name

Storage No. PETS No. Asset No. Complaint No. Summons No.

Vehicle Plate No. VIN No.

Advance Search

Search Invoice

3. Enter the Invoice No. you wish to copy and click

**Copy**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN CRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search

New Invoice

Update

Approval

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

Request for Hold

Change Approval

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

Start MOS Owner(s) / Compl(s) Prisoner(s) Article(s) Packaging Remarks Sign Off

You Have 154 Outstanding Invoices | View Invoices

HELP

Invoice Date 07/26/2010

Copy pedigree information from existing invoice number: 2000000633

Copy

Property Type \* ?

Property Category \* ?

Invoicing Command \* ?

Back Next



### Steps

- The Invoicing Command defaults from the Invoice being copied; it can be changed if desired. (mandatory)
- Select the appropriate Property Type and Property Category. (mandatory)
- Once complete click

Next

### Screen View

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN CRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search

New Invoice

Update

Approval

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

Request for Hold

Change Approval

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

Start MOS Owner(s) / Compl(s) Prisoner(s) Article(s) Packaging Lab Request Remarks Sign Off

You Have 154 Outstanding Invoices | View Invoices

Invoice Date: 07/26/2010

Copy pedigree information from existing invoice number: 2000C00633

Copy

Property Type \* GENERAL PROPERTY

Property Category \* ARREST EVIDENCE

Invoicing Command \* 045-45TH PCT.

Back Select Property Type Select Property Category Next

- The Invoicing Officer's Information defaults from the Invoice being copied, if desired you can change the Invoicing Officer.
- Once complete click

Save & Continue

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN CRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search

New Invoice

Update

Approval

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

Request for Hold

Change Approval

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

Start MOS Owner(s) / Compl(s) Prisoner(s) Article(s) Packaging Lab Request Remarks Sign Off

Invoice Date: 07/26/2010

Property Type: GENERAL PROPERTY

Property Category: ARREST EVIDENCE

Invoicing Command: 045-45TH PCT.

Is a "Request for Laboratory Examination" required? Yes No

Invoicing Officer: ☒ NYPD ☐ Non-NYPD

Tax No. \* 934590 Validate

Last Name, First Name: CARTER, CUINYNA

Rank: POF

Email: @nypd.org

Reserve Invoice No.

Generate Worksheet

Back Save & Continue

Click Save & Continue



### **Notes:**

- On the Start screen (step 7): You can choose to Reserve an Invoice No. and complete creation of the Invoice at a later time. You can also choose to Generate a Worksheet to record your written notes.



## 9.2 Copy Invoice: MOS SCREEN

9. On the Member of Service (MOS) Screen the Arresting Officer, Investigating Officer, Detective Squad Supervisor, and CSU/ ECT processing Officer information defaults from the Invoice being copied. It can be changed if desired.

10. Once complete click **Save & Continue**

The screenshot displays the 'MOS' (Member of Service) screen in the NYPD PETS system. The interface includes a top navigation bar with tabs for 'Invoice', 'Release / Disposition', 'Reports', and 'Transfer'. The 'Invoice' tab is active, showing details for Invoice No. 200000699 and Invoice Date 07/26/2010. The screen is divided into sections for different roles, each with a 'Delete' button. The roles and their details are as follows:

Role	Tax No.	Last Name, First Name	Rank
Invoicing Officer	934590	CARTER, CUINYNA	PDF
Arresting Officer	923628	CASEY, KENNETH	POM
Investigating Officer			
Detective Squad Supervisor	885538	DIPAOLLO, DOMATO	SGT
CSU/ECT Processing Officer	802243	RAMIREZ, STEPHEN	SGT

Each role section also includes a 'Command' field (e.g., 'PROP CLERK DIV') and an email address field. A 'Click Save & Continue' callout box is present near the bottom right of the screen.

### Notes:

- The Investigating Officer, Detective Squad Supervisor and CSU/ECT Processing Officer information is optional.
- If you attempt to change any of the Officers information and the new Officer is Non – NYPD, you must manually enter their information.





## 9.3 Copy Invoice: OWNER(S)/ COMP(S)

11. On the Owner(s)/ Comp(s) screen all the information related to the Complaint No., Property, and Complainant defaults from the Invoice being copied. It can be changed if desired.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM  
Welcome JOHN GORDIN | Log Out

Invoice Release / Disposition Reports Transfer

Start MOS Owner(s) / Comp(s) Prisoner(s) Article(s) Packaging Lab Request Remarks Sign Off

Search New Invoice Update Approval Request for Laboratory Examination Request for Change Of Category Request for Retention Request for Hold Change Approval Print Invoice Invoice Summary Void Vehicle Inspection Putaway

Invoice No. 200000699 Invoice Date 07/26/2010

Complaint No. (YYYY-PCT-XXXXXX) 2009-122-011518 Validate Related Complaint No. Aided/Accident No.

Date of Incident 12/6/2009 Charge/Offense under Investigation PETIT LARC Law Section 155.25 Crime Classification Misdemeanor

Property Related To. (Please select all applicable options)  
☐ Homicide ☐ Arson/Explosion ☐ Sexual Offense ☒ Internal Investigation ☒ MOS is Complainant/Victim

Complainant 1  
Business/Organization Business/Organization Name Telephone No. TOYS R US  
Address Street Apartment No. City State/Province Zip/Postal Code 2845 RICHMOND AVENUE STATEN ISLAND New York 10304  
Add Complainant Delete Complainant

Owner  
Select Complainant Complainant 1 Select Prisoner  
Business/Organization Business/Organization Name Telephone No. TOYS R US  
Address Street Apartment No. City State/Province Zip/Postal Code 2845 RICHMOND AVENUE STATEN ISLAND New York 10304  
Delete Owner

Finder

12. The Owner(s) and Finder(s) information defaults from the Invoice being copied. It can be changed if desired.

13. Once complete click

Save & Continue

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM  
Welcome JOHN GORDIN | Log Out

Invoice Release / Disposition Reports Transfer

Start MOS Owner(s) / Comp(s) Prisoner(s) Article(s) Packaging Lab Request Remarks Sign Off

Search New Invoice Update Approval Request for Laboratory Examination Request for Change Of Category Request for Retention Request for Hold Change Approval Print Invoice Invoice Summary Void Vehicle Inspection Putaway

Invoice No. 200000699 Invoice Date 07/26/2010

Complaint No. (YYYY-PCT-XXXXXX) 2009-122-011518 Validate Related Complaint No. Aided/Accident No.

Date of Incident 12/6/2009 Charge/Offense under Investigation PETIT LARC Law Section 155.25 Crime Classification Misdemeanor

Property Related To. (Please select all applicable options)  
☐ Homicide ☐ Arson/Explosion ☐ Sexual Offense ☒ Internal Investigation ☒ MOS is Complainant/Victim

Complainant 1  
Business/Organization Business/Organization Name Telephone No. TOYS R US  
Address Street Apartment No. City State/Province Zip/Postal Code 2845 RICHMOND AVENUE STATEN ISLAND New York 10304  
Add Complainant Delete Complainant

Owner  
Select Complainant Complainant 1 Select Prisoner  
Business/Organization Business/Organization Name Telephone No. TOYS R US  
Address Street Apartment No. City State/Province Zip/Postal Code 2845 RICHMOND AVENUE STATEN ISLAND New York 10304  
Delete Owner

Finder  
Investigation Officer  
Last Name First Name Telephone No. Smith John  
Delete Finder

Click Save & Continue

Back Save & Continue



## 9.4 Copy Invoice: PRISONER(S)

14. On the Prisoner(s) screen the Prisoner information defaults from the Invoice being copied. It can be changed if desired.

15. Once complete click

**Save & Continue**

### Notes:

- Once you have completed the Prisoner(s) screen, Information from the Invoice being copied in no longer defaulted. The remaining sections: Article(s), Packaging, Remarks, and Sign Off must be completed manually.

### Summary: Copy Invoice

You have successfully copied an Invoice in PETS. When copying an Invoice the following information defaults from the Invoice being copied.

- Invoicing Command.
- Invoicing Officer, Arresting Officer, Investigating Officer, CSU/EST Processing Officer and ADA Office.
- Owners' and Complainants' information.
- Prisoners' information.

Once copied, the information can be changed as needed. The remaining sections do not default from the Invoice being copied and must be completed manually.

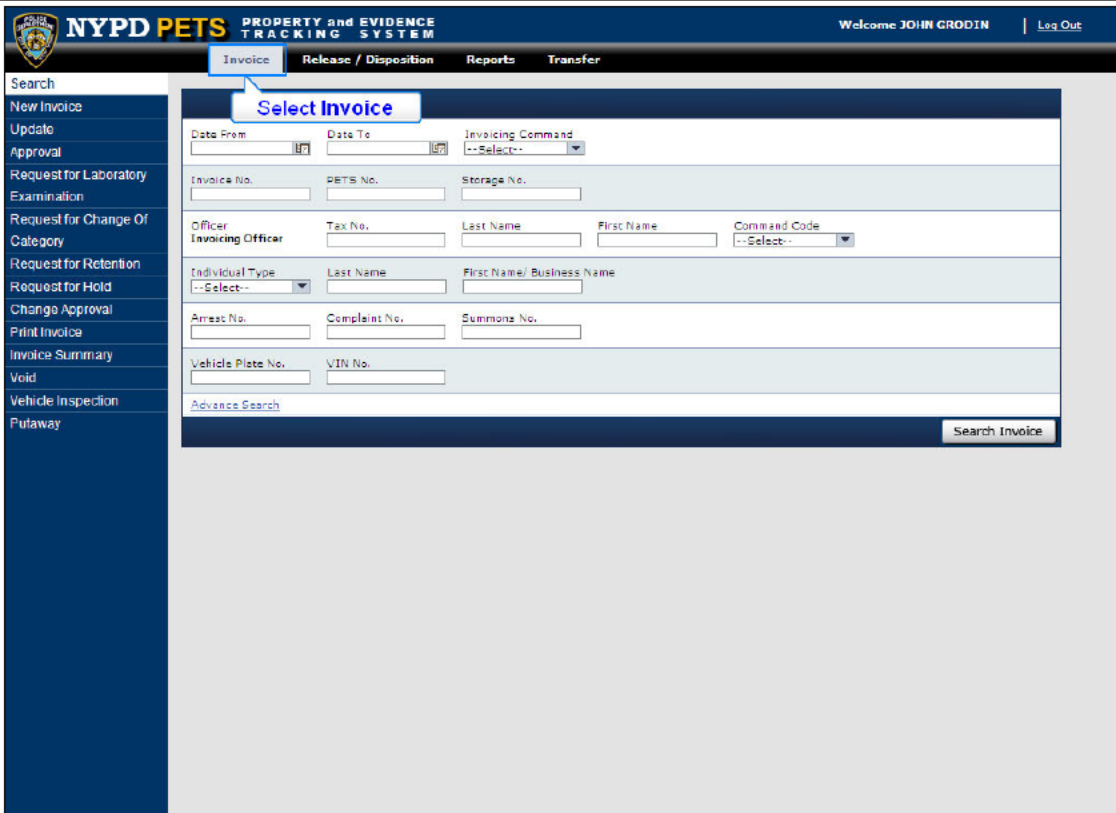


## 10. Pending Approvals

The following document explains how to Approve Pending Invoices, Invoice changes, and forward Invoices to others for Approval. Users can Approve Vehicle and Non-Vehicle Invoices.

Upon completion supervisors (SGT or above) will be able to Approve Pending Invoices, Invoice changes, and forward Invoices to others for Approval.

### 10.1 Pending Approvals: START SCREEN

Steps	Screen View
1. From the initial PETS screen, select the <b>Invoice</b> tab.	



### Steps

2. From the Invoice menu select  
**Pending Approvals**

### Screen View

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM  
Welcome DONATO DIPAOLO | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice  
Update  
**Pending Approvals**  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Select Pending Approvals

Date From: [ ] Date To: [ ] Invoicing Command: [--Select--]  
Invoice No.: [ ] PETS No.: [ ] Storage No.: [ ]  
Invoicing Officer: [ ] Tax No.: [ ] Last Name: [ ] First Name: [ ] Command Code: [--Select--]  
Individual Type: [--Select--] Last Name: [ ] First Name/ Business Name: [ ]  
Arrest No.: [ ] Complaint No.: [ ] Summons No.: [ ]  
Vehicle Plate No.: [ ] VIN No.: [ ]  
Advanced Search  
Search Invoice

3. The "Invoices Awaiting Approval" screen appears. The  
**Approval Pending** tab lists the Un-Approved Invoices that require your Approval.

4. Select **+ Approve** to Approve the desired Invoice.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM  
Welcome DONATO DIPAOLO | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice  
Update  
**Approval Pending**  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Invoices Awaiting Approval

Last Name: First Name: Rank: Command:  
DONATO , DIPAOLO SGT PROPERTY CLERK DIV

Approval Pending Change Approval Pending




Invoice Number	Approve
2000001171	+ Approve
1000003600	+ Approve

Select Approve

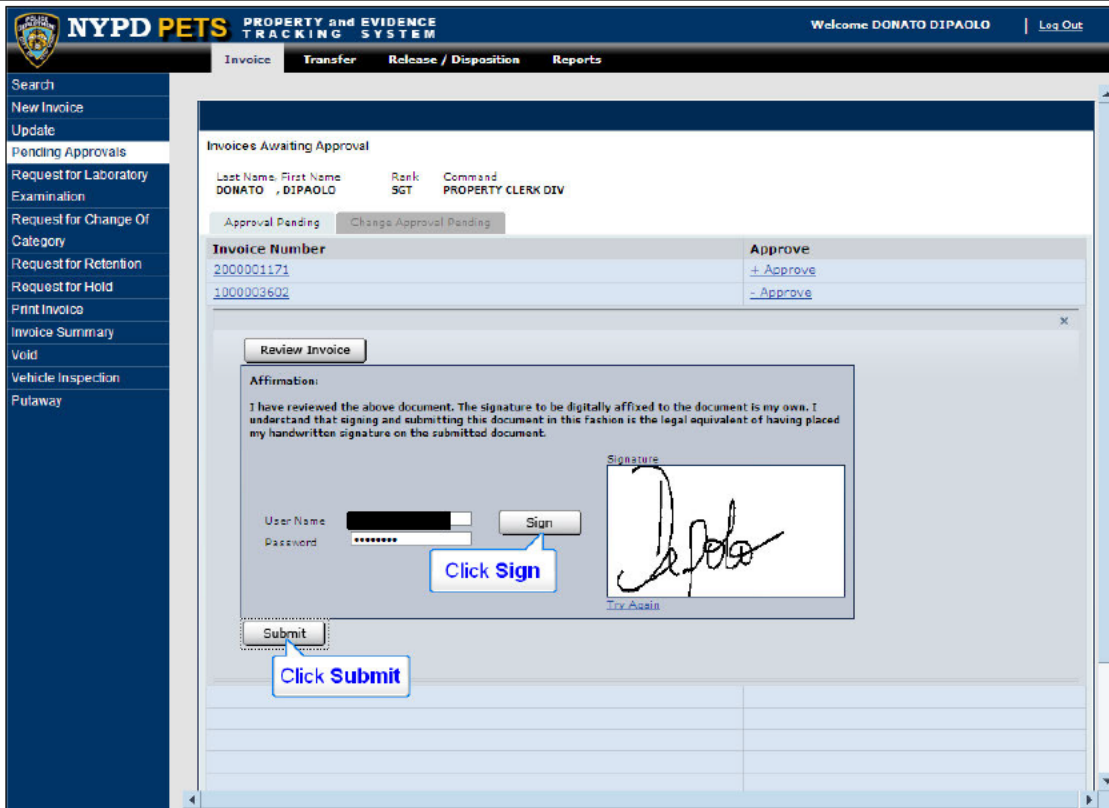
Row 1 of 2



### Steps

5. A signature window displays below the selected Invoice.
6. Click  to generate the Invoice Preview.
7. Once reviewed close the Preview window. Enter your User Name and Password and click  to indicate your official Signoff as Supervisor. (mandatory)
8. Once done click 

### Screen View



**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome DONATO DIPAOLO | Log Out

Invoice Transfer Release / Disposition Reports

Search  
New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Pulaway

Invoices Awaiting Approval

Last Name, First Name Rank Command  
DONATO, DIPAOLO SGT PROPERTY CLERK DIV

Approval Pending Change Approval Pending

Invoice Number 2000001171 Approve  
1000003602 + Approve  
- Approve

Review Invoice

Affirmation:  
I have reviewed the above document. The signature to be digitally affixed to the document is my own. I understand that signing and submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document.

Signature

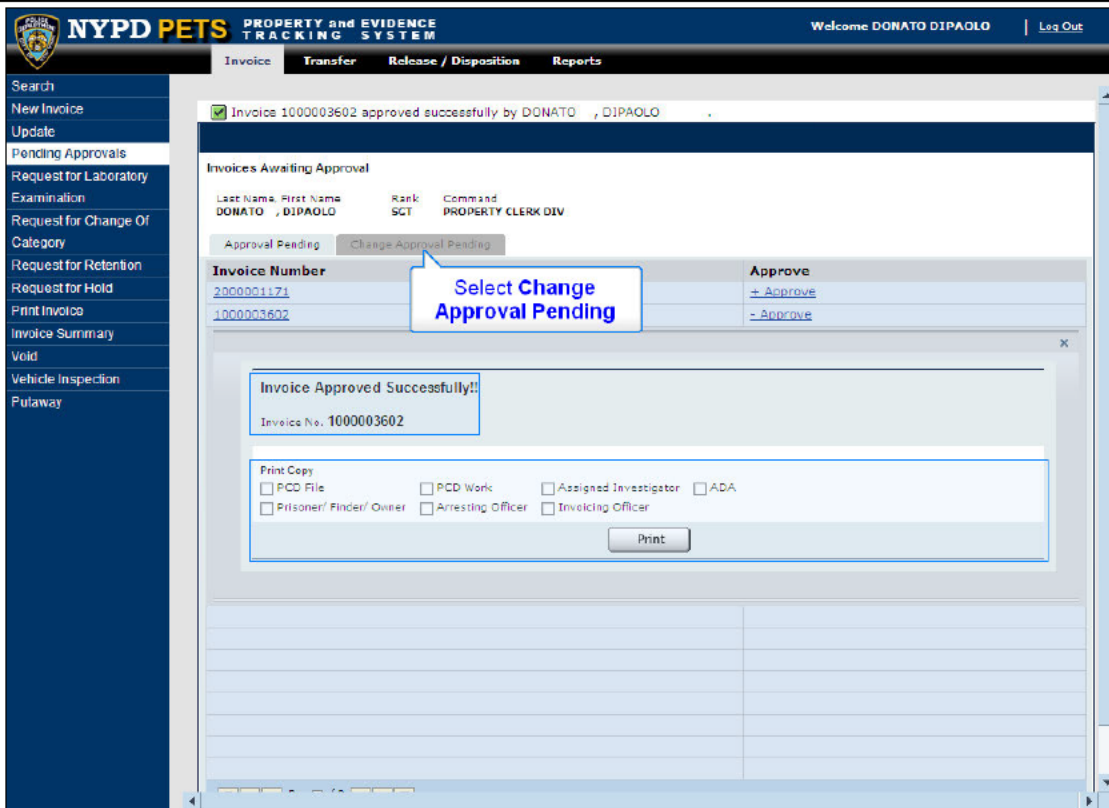
User Name Password Sign

Click Sign

Submit

Click Submit

9. Upon success, the confirmation message "Invoice Approved Successfully" is displayed.
10. PETS will also display the message "Invoice XXXXXXXX Approved successfully by XYZ (Supervisor) on the top of the screen.
11. The Invoice Print screen appears so you can generate the required output.



**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome DONATO DIPAOLO | Log Out

Invoice Transfer Release / Disposition Reports

Search  
New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Pulaway

Invoice 1000003602 approved successfully by DONATO, DIPAOLO

Invoices Awaiting Approval

Last Name, First Name Rank Command  
DONATO, DIPAOLO SGT PROPERTY CLERK DIV

Approval Pending Change Approval Pending

Invoice Number 2000001171 Approve  
1000003602 + Approve  
- Approve

Invoice Approved Successfully!!

Invoice No. 1000003602

Print Copy

☐ PCD File ☐ PCD Work ☐ Assigned Investigator ☐ ADA  
☐ Prisoner/ Finder/ Owner ☐ Arresting Officer ☐ Involving Officer

Print





### Steps

12. The **Change Approval Pending** tab lists the Invoice changes that require Approval.
13. Click on **+ Approve/Reject** to either Approve or Reject the changes made to the Invoice.

### Screen View

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome DONATO DIPAOLO | Log Out

Invoice Transfer Release / Disposition Reports

Search  
New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway  
Putaway Portal

Invoices Awaiting Approval

Last Name, First Name: DONATO, DIPAOLO Rank: SGT Command: PROPERTY CLERK DIV

Approval Pending Change Approval Pending

Invoice Number	Detail Description	Approve/Reject	Forward To Tax ID
1000003412	Request for Retention	+ Approve/Reject	+ Forward
2000001732	Invoice Change -general	+ Approve/Reject	+ Forward
2000001739	Invoice Change -general	+ Approve/Reject	+ Forward
2000001912	Request for Retention	+ Approve/Reject	+ Forward
2000001897	Invoice Change -general	+ Approve/Reject	+ Forward
2000001897	Invoice Change -general	+ Approve/Reject	+ Forward
2000001897	Invoice Change -general	+ Approve/Reject	+ Forward
2000001897	Invoice Change -general	+ Approve/Reject	+ Forward
2000002211	Invoice Change -general	+ Approve/Reject	+ Forward
2000002476	Invoice Change -general	+ Approve/Reject	+ Forward

Row 1 of 10

14. A signature window displays below the selected Invoice.
15. Click **Review Invoice** to generate the Invoice Preview. Once reviewed close the Preview window.
16. Indicate **Approve** or **Reject**. Enter your User ID and Password and click **Sign** to indicate your official Signoff as a Supervisor.
17. Once done click **Submit**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome DONATO DIPAOLO | Log Out

Invoice Transfer Release / Disposition Reports

Search  
New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway  
Putaway Portal

Invoices Awaiting Approval

Last Name, First Name: DONATO, DIPAOLO Rank: SGT Command: PROPERTY CLERK DIV

Approval Pending Change Approval Pending

Invoice Number	Detail Description	Approve/Reject	Forward To Tax ID
1000003412	Request for Retention	+ Approve/Reject	+ Forward

Click Review Invoice

Review Invoice

☐ Approve ☐ Reject

Indicate Approve / Reject

I have reviewed the above document. The signature to be digitally affixed to the document is my own. I understand that signing and submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document.

Signature

User Name: Password: Sign

Try Again

Reason

Submit



### Steps

18. If you wish to forward the Invoice to the another Supervisor for approval click [+ Forward](#)

### Screen View

Invoice Number	Detail Description	Approve/Reject	Forward To Tax ID
2000001050	Invoice Change -general	+ Approve/Reject	+ Forward
1000003412	Request for Retention	+ Approve/Reject	+ Forward
2000001732	Invoice Change -general	+ Approve/Reject	+ Forward
2000001739	Invoice Change -general	+ Approve/Reject	+ Forward
2000001912	Request for Retention	+ Approve/Reject	+ Forward
2000001897	Invoice Change -general	+ Approve/Reject	+ Forward
2000001897	Invoice Change -general	+ Approve/Reject	+ Forward
2000001897	Invoice Change -general	+ Approve/Reject	+ Forward
2000001897	Invoice Change -general	+ Approve/Reject	+ Forward
2000002211	Invoice Change -general	+ Approve/Reject	+ Forward

19. Click [Review Invoice](#) to generate the Invoice Preview.
20. Once reviewed close the Preview window.

Enter the Tax No. of the Officer to whom you wish to forward the Invoice for Approval.

21. Click [Submit](#)

Invoice Number	Detail Description	Approve/Reject	Forward To Tax ID
2000001050	Invoice Change -general	+ Approve/Reject	+ Forward
1000003412	Request for Retention	+ Approve/Reject	+ Forward
2000001732	Invoice Change -general	+ Approve/Reject	+ Forward
2000001739	Invoice Change -general	+ Approve/Reject	+ Forward
2000001912	Request for Retention	+ Approve/Reject	+ Forward
2000001897	Invoice Change -general	+ Approve/Reject	+ Forward
2000001897	Invoice Change -general	+ Approve/Reject	+ Forward
2000001897	Invoice Change -general	+ Approve/Reject	+ Forward
2000001897	Invoice Change -general	+ Approve/Reject	+ Forward
2000002211	Invoice Change -general	+ Approve/Reject	+ Forward



### Steps

22. Congratulations. You have successfully forwarded the Invoice to another Supervisor for Approval.

### Screen View

The screenshot displays the 'Pending Approvals' section of the NYPD PETS system. At the top, there's a navigation bar with 'Invoice', 'Transfer', 'Release / Disposition', and 'Reports'. Below this, a message states: 'Invoice 2000001050 is successfully forwarded to the Substitute 926913.' The main section is titled 'Invoices Awaiting Approval' and shows user information: 'Last Name, First Name: DONATO, DIPAOLO', 'Rank: SGT', and 'Command: PROPERTY CLERK DIV'. There are two tabs: 'Approval Pending' (selected) and 'Change Approval Pending'. Below the tabs is a table with the following data:

Invoice Number	Detail Description	Approve/Reject	Forward To Tax ID
1000003412	Request for Retention	+ Approve/Reject	+ Forward
2000001732	Invoice Change -general	+ Approve/Reject	+ Forward
2000001739	Invoice Change -general	+ Approve/Reject	+ Forward
2000001912	Request for Retention	+ Approve/Reject	+ Forward
2000001897	Invoice Change -general	+ Approve/Reject	+ Forward
2000001897	Invoice Change -general	+ Approve/Reject	+ Forward
2000001897	Invoice Change -general	+ Approve/Reject	+ Forward
2000001897	Invoice Change -general	+ Approve/Reject	+ Forward
2000002211	Invoice Change -general	+ Approve/Reject	+ Forward

At the bottom of the table, it says 'Row 1 of 9'.

### Notes:

- Only people with the rank of Sergeant or above can approve Invoices or Invoice changes.
- When approving Invoice changes you can view the Change History report to review the fields that were changed, the old values, and the new values.

### Summary: Pending Approvals

Supervisors can Approve pending Invoices, Invoice changes, and forward Invoices to others for Approval.



## 11. Print Invoice

This following document explains how to print Invoices from within PETS.  
Upon completion the user will be able to print the following Invoice output types:

- ADA Copy
- A/O's Copy
- Assigned Investigator's Copy
- Invoicing Officer's Copy
- PCD File Copy
- PCD Work Copy
- Prisoner / Finder / Owner Copy

### 11.1 Print Invoice: INITIAL SCREEN

Steps	Screen View
1. From the initial PETS screen, select <b>Invoice</b>	



### Steps

2. From the Invoice function screen, select

[Print Invoice](#)

### Screen View

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM  
Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Remove Retention  
Hold Invoice  
Remove Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Select Print Invoice

Date From  Date To  Invoicing Command

Invoice No.  PETS No.  Storage No.

Officer Invoicing Officer Tax No.  Last Name  First Name  Command Code

Individual Type  Last Name  First Name/ Business Name

Arrest No.  Complaint No.  Summons No.

Vehicle Plate No.  VIN No.

Advanced Search

Search Invoice

3. Enter the Invoice No. you wish to print and press

[Submit](#)

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM  
Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Remove Retention  
Hold Invoice  
Remove Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Print Invoice

HELP

Invoice No.  Submit

Enter Invoice No.






# NYPD PETS

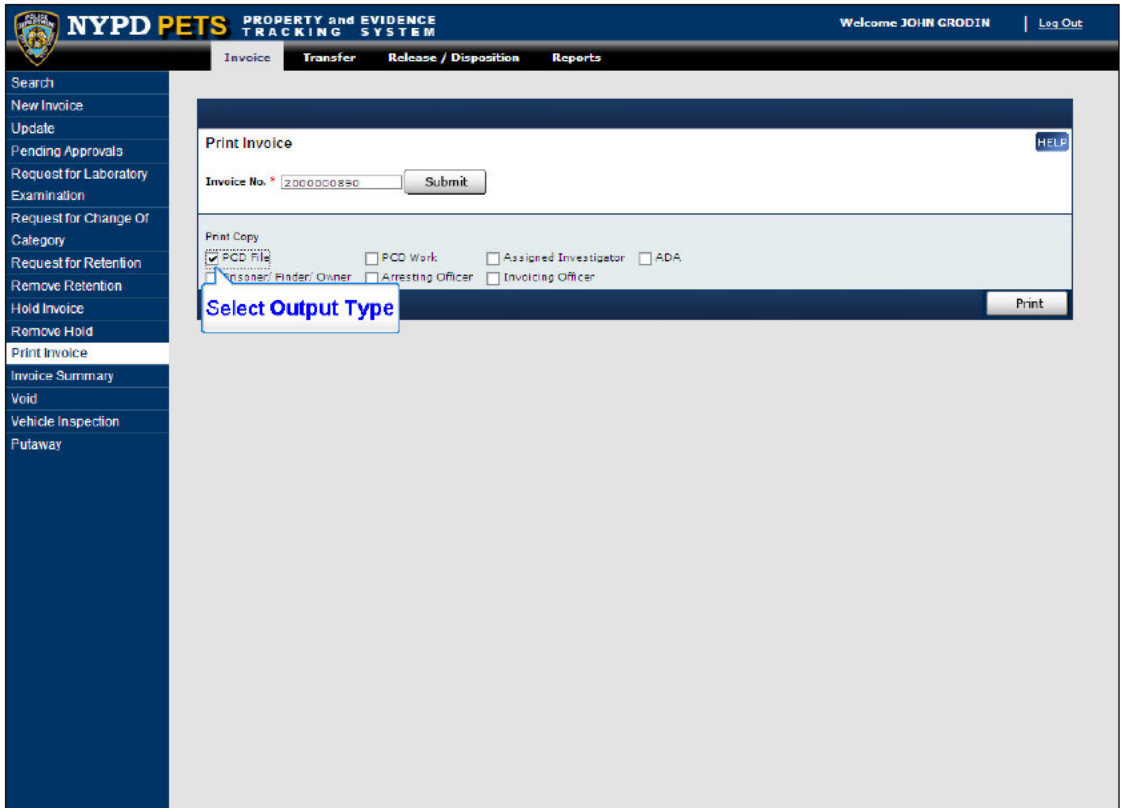
## PROPERTY and EVIDENCE TRACKING SYSTEM

Print Invoice

### Steps

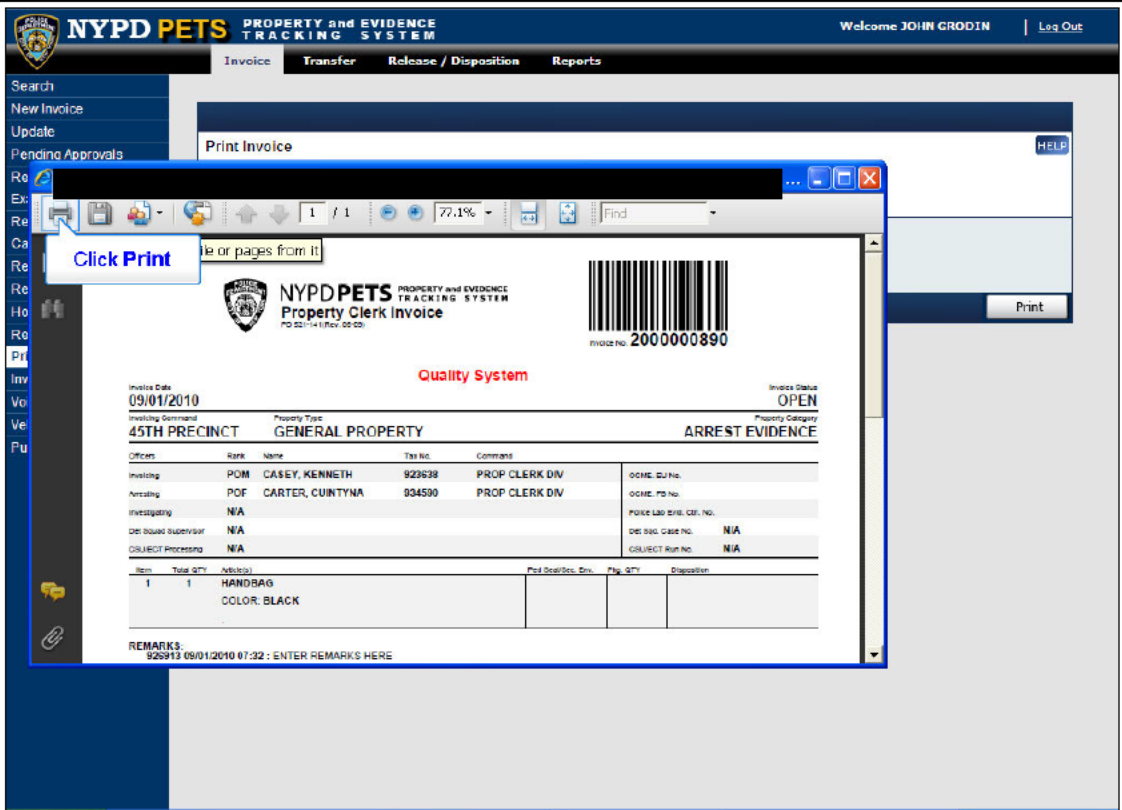
4. Select the output types desired and press 

### Screen View




5. A "Print Preview" window appears.

Select 

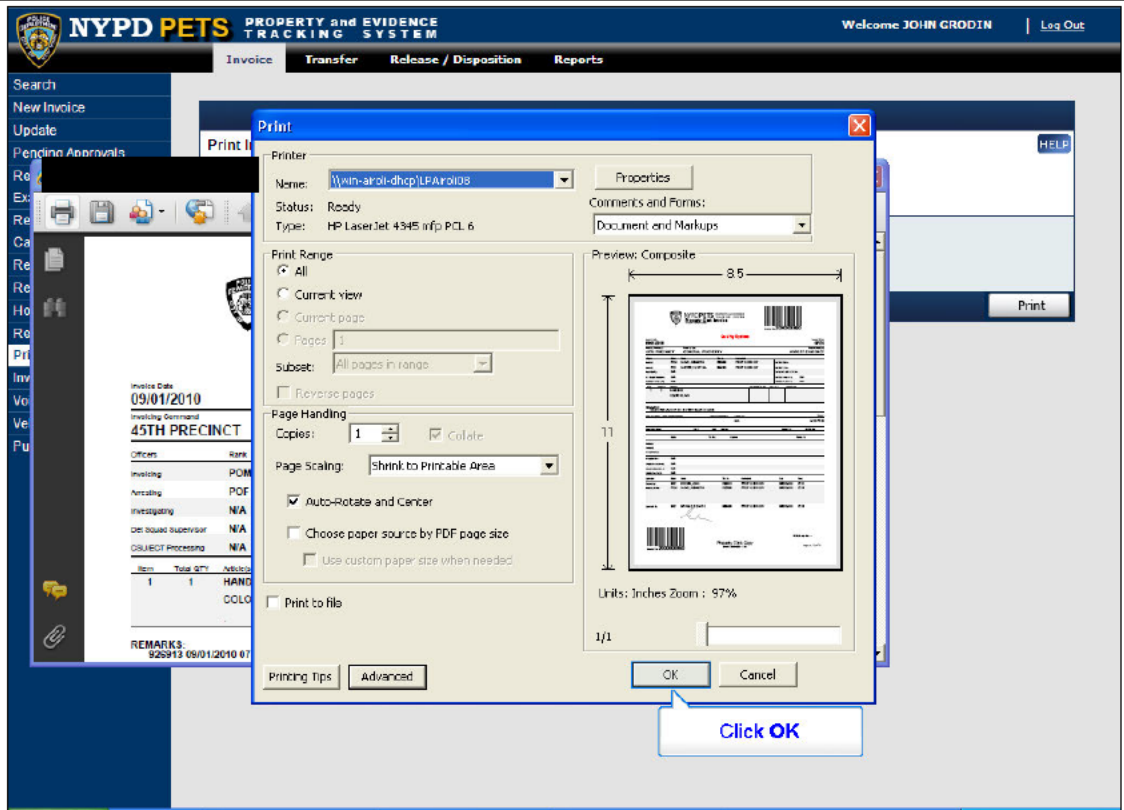





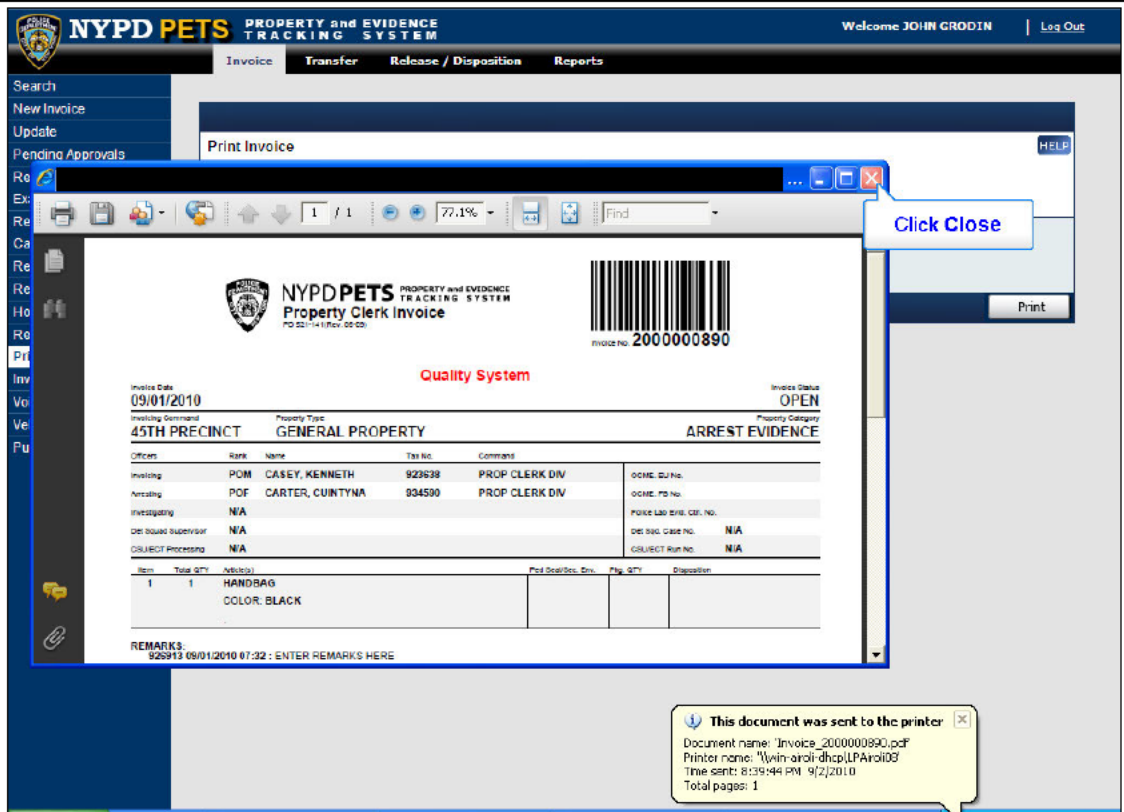
### Steps

- A "Print Window" appears. You can choose the desired printer and or adjust the number of copies to be printed.
- Once complete press  to print.

### Screen View



- Click on  to exit "print preview" and return to PETS.

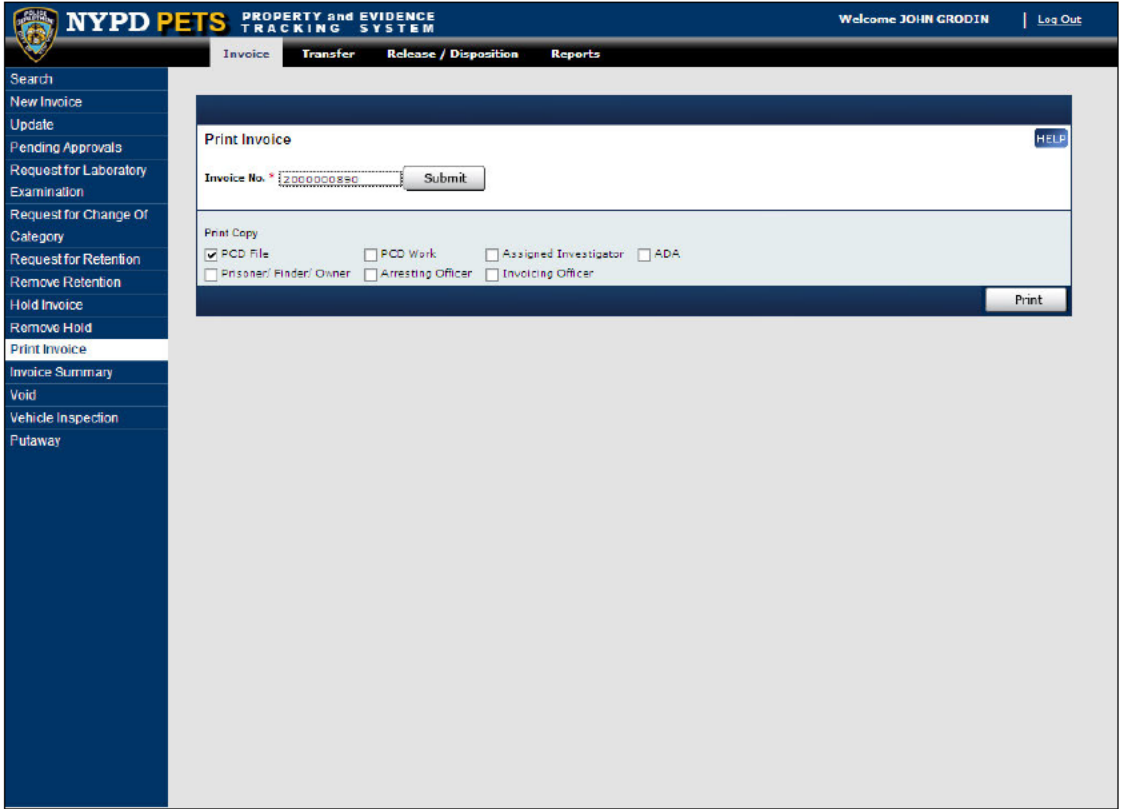


Item	Total QTY	Subtotal	Prod Qual/Sec. Em.	Qty	Disposition
1	1				
HANDSAG COLOR: BLACK					

REMARKS:  
925913 09/01/2010 07:32: ENTER REMARKS HERE

This document was sent to the printer  
Document name: Invoice\_2000000890.pdf  
Printer name: win-arai-dhpc\LPAr0103  
Time sent: 8:39:44 PM 9/2/2010  
Total pages: 1



Steps	Screen View
9. Congratulations you have printed an Invoice.	

### Notes:

- From the “Print Preview” window (step 5): you can save the Invoice output to your hard drive.

### Summary: Print Invoice

You will now be able to print the following Invoice output types:

- ADA Copy
- A/O’s Copy
- Assigned Investigator’s Copy
- Invoicing Officer’s Copy
- PCD File Copy
- PCD Work Copy
- Prisoner / Finder / Owner Copy

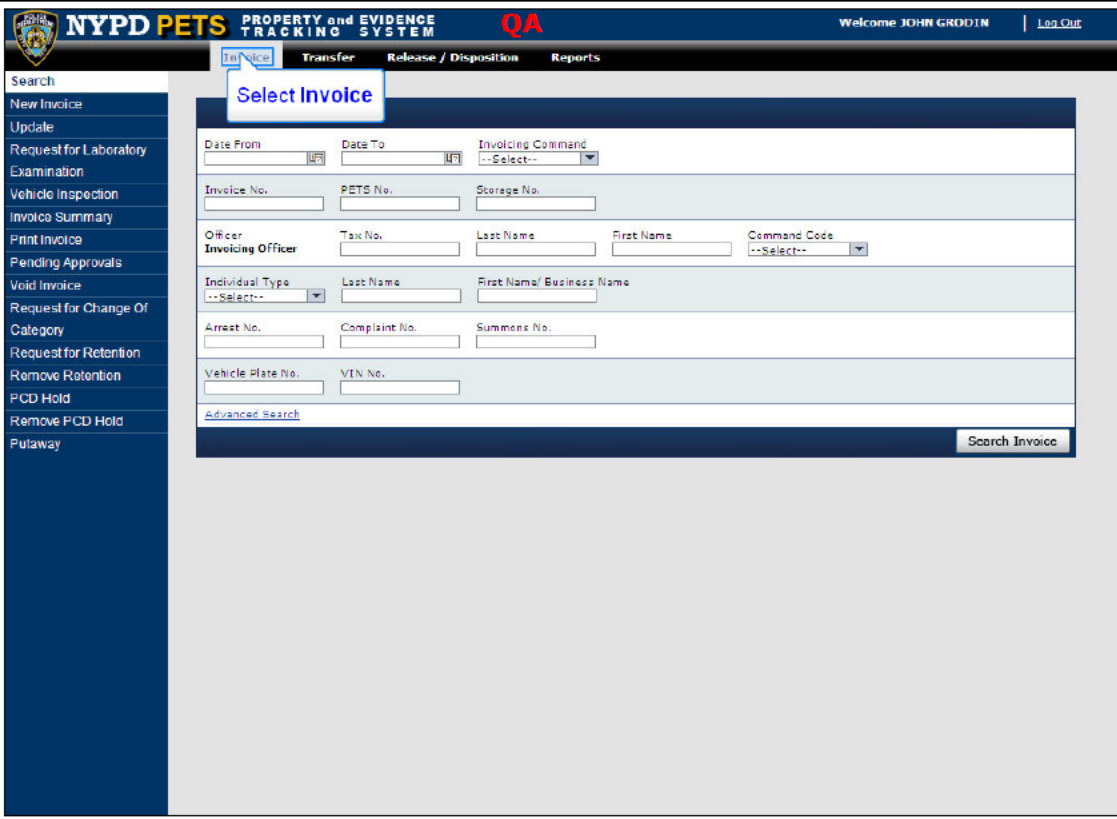




## 12. Void Invoice

The following document explains how to Void an Unapproved Invoice in PETS.

### 12.1 Void Invoice: START SCREEN

Steps	Screen View
1. From the initial PETS screen, select the <b>Invoice</b> tab.	







### Steps

- Invoice Summary information is displayed.
- Enter Remarks/Reason for Void. (mandatory)
- If desired you can view the Lab Request by clicking on [View Lab Request](#)

View the Invoice by clicking on [View Invoice](#)

View change history by clicking on [View Change History](#)

Add additional remarks or document by clicking on [Add Remarks/Document](#)

- Once complete click

[Void Above Invoice](#)

- A confirmation screen appears.

- Click

[Yes, Void Invoice](#)

to Void the Invoice or click

[No](#)

to go back .

### Screen View



### Steps

10. Congratulations you have successfully Voided the Invoice.

### Screen View

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM **QA** Welcome JOHN GROSSIN | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice

Update

Request for Laboratory Examination

Vehicle Inspection

Invoice Summary

Print Invoice

Pending Approvals

**Void Invoice**

Request for Change Of Category

Request for Retention

Remove Retention

PCD Hold

Remove PCD Hold

Putaway

✓ Status is changed to VOID(ZPD\_MESSAGE,029)

Invoice No. \* 2000000999 Search Invoice

Invoice No. 2000000999 Invoice Status UNAPPROVED Invoice Date 06/29/2010 Storage No.

Category	Property Type	Forfeiture Reason	PCD Intake Date	Invoicing Command
ARREST EVIDENCE	GENERAL PROPERTY			45TH PCT.

Invoicing Officer	Rank	Tax No.	I/O Command
CUNTYHA CARTER		934590	PROP CLERK DIV

Item No.	QTY	Description	Facility
1	1	GENERAL PROPERTY (ACCESSORY)   Handbag     Color: BLACK   NYSPIN Alarm: NO	

OCA Status	CEU Status	Hold Status	Disposition Info	Retention Status
No	No	No		No

[View Lab Request](#) [View Invoices](#) [Add Remarks/Document](#) [View Change History](#) Remarks

Remarks/Reason for Void \*

Void Above Invoice

### Notes:

- You can only void an Invoice that has not been fully Approved.
- The Invoice Summary displayed may change according to the Invoice selected.

### Summary: Void Invoice

You have successfully Voided the Invoice in PETS. Now you should be able to Void an Invoice by providing the Invoice No. and adding the Remarks/Reasons for the Void.





## 13. Request for Change of Category

The following document explains how to create a Request for Change of Category in PETS. Upon completion the user will be able to change the Property Category for an Invoice and maintain any required information based upon the new Property Category. Requests created by non-PCD personnel may be subject to approval by PCD supervisory staff.

### 13.1 Request for Change Category: INITIAL SCREEN

Steps	Screen View
1. From the initial PETS screen, select the <b>Invoice</b> tab.	



# NYPD PETS PROPERTY and EVIDENCE TRACKING SYSTEM

Request for Change of Category

2. From the Invoice menu select Request for Change Of Category

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GROSSIN | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice

Update

Pending Approvals

Request for Laboratory Examination

Request for Change Of Category

Request for Release

Request for Hold

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

Select Request for Change Of Category

Date From: [ ] Date To: [ ] Invoicing Command: [Select]

Invoice No.: [ ] PETS No.: [ ] Storage No.: [ ]

Officer: [ ] Tax No.: [ ] Last Name: [ ] First Name: [ ] Command Code: [Select]

First Name/ Business Name: [ ]

Arrest No.: [ ] Complaint No.: [ ] Summons No.: [ ]

Vehicle Plate No.: [ ] VIN No.: [ ]

Advanced Search

Search Invoice

3. On the Start screen, enter the Invoice no. (mandatory) for which a Change in the Category is Required and click Change Category

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GROSSIN | Log Out

Invoice Transfer Release / Disposition Reports

Start MOS Owner(s) / Compl(s) Prisoner(s) Article(s) Packaging Remarks Sign Off

You Have 223 Outstanding Invoices | View Invoices

HELP

Invoice No. \* 2000900890

Change Category

Click Change Category





# NYPD PETS PROPERTY and EVIDENCE TRACKING SYSTEM

Request for Change of Category

4. The current Property Type and Category appears.

Search  
New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Invoice No. 2000000980 Invoice Date 09/01/2010

Property Type \*  Property Category \*  Invoicing Command \*

Back Next

Default Property Category

5. Select the desired Property Category from the drop down menu (mandatory).
6. Once complete click

Next

Search  
New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Invoice No. 2000000980 Invoice Date 09/01/2010

Property Type \*  Property Category \*  Invoicing Command \*

Back Next

Changed Property Category

Click Next



# NYPD PETS

## PROPERTY and EVIDENCE TRACKING SYSTEM

Request for Change  
of Category

7. Click

Save & Continue

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Start MOS Owner(s) / Compl(s) Prisoner(s) Article(s) Packaging Lab Request Remarks Sign Off

Invoice No. 2000000880 Invoice Date 09/01/2010

Property Type: GENERAL PROPERTY Property Category: INVESTIGATORY Invoicing Command: 045-45TH PCT. Is a "Request for Laboratory Examination" required? ☒ Yes ☐ No

Invoicing Officer: ☒ NYPD Tax No.: 925912 Last Name, First Name: GRODIN, JOHN Rank: SGT

☐ Non-NYPD Command: DROP CLERK DIV Email: @nypd.org

Buttons: Back, Save & Continue, Reserve Invoice No., Generate Scratch Copy

Click Save & Continue

8. A Confirmation dialog box appears confirming whether you want to update the Invoice with these changes.

9. Click **YES** to continue.

10. Congratulations you have changed the Property Category of the Invoice.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Start MOS Owner(s) / Compl(s) Prisoner(s) Article(s) Packaging Lab Request Remarks Sign Off

Invoice No. 2000000880 Invoice Date 09/01/2010

Property Type: GENERAL PROPERTY Property Category: INVESTIGATORY Invoicing Command: 045-45TH PCT. Is a "Request for Laboratory Examination" required? ☒ Yes ☐ No

Invoicing Officer: ☒ NYPD Tax No.: 925912 Last Name, First Name: GRODIN, JOHN Rank: SGT

☐ Non-NYPD Command: DROP CLERK DIV Email: @nypd.org

Buttons: Back, Save & Continue, Reserve Invoice No., Generate Scratch Copy

**Confirmation dialog**

Are you sure you want to update the invoice with these changes ?

Buttons: Yes, No

Select Yes



### ***Notes:***

- From the Start screen (step 4): You cannot change Property Type and Invoicing Command. These can only be selected when creating a new Invoice.

### ***Summary: Request for Change of Category***

You have successfully changed the Property Category for an Invoice in PETS. You should be able to change the Property Category for an Invoice by giving the Invoice No. and a new Property Category. Requests created by non-PCD personnel may be subject to approval by PCD supervisory staff.

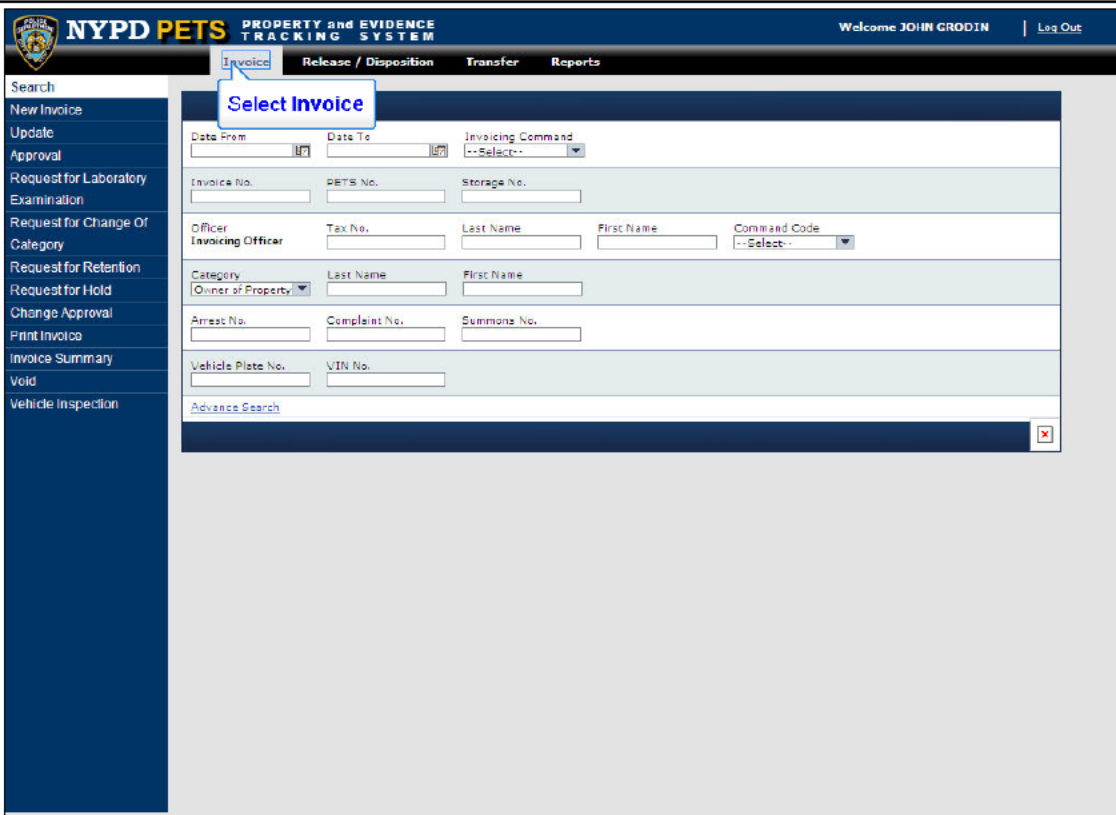




## 14. Request for Laboratory Examination

This following document explains how to create a Request for Laboratory Examination in PETS. Upon completion the user will be able to create a Request for Laboratory Examination for an Invoice.

### 14.1 Create Request for Laboratory Examination: START SCREEN

Steps	Screen View
1. From the initial PETS screen, select the <b>Invoice</b> tab.	





2. From the Invoice menu select

Request for Laboratory  
Examination

The screenshot shows the NYPD PETS interface. The left sidebar menu has 'Request for Laboratory Examination' highlighted. A blue callout box with the text 'Select Request for Laboratory' points to this menu item. The main content area shows the 'Invoice' tab selected, with various search filters like 'Data From', 'Data To', 'Invoicing Command', 'Invoice No.', 'PETS No.', 'Storage No.', 'Officer', 'Tax No.', 'Last Name', 'First Name', 'Command Code', 'Category', 'Owner of Property', 'Last Name', 'First Name', 'Arrest No.', 'Complaint No.', 'Summons No.', 'Vehicle Plate No.', and 'VIN No.'.

3. Enter the Invoice No.(mandatory) and click

Create Lab Request

The screenshot shows the NYPD PETS interface. The left sidebar menu has 'Request for Laboratory Examination' highlighted. The main content area shows the 'Invoice' tab selected. The 'Invoice No.' field is populated with '2000C00533'. A blue callout box with the text 'Click Create Lab Request' points to the 'Create Lab Request' button.



# NYPD PETS

## PROPERTY and EVIDENCE TRACKING SYSTEM

Request for  
Laboratory  
Examination

4. All the created Lab Requests for the Invoice are displayed. Click

Create Lab Request

The screenshot shows the NYPD PETS interface with the 'Invoice' tab selected. A table titled 'Request for Lab No.' displays the following data:

Request for Lab No.	Description	Request for Lab Status
<input type="checkbox"/> 99000000212	Arrest	Sign-Off Done
<input type="checkbox"/> 99000000247	Arrest	Sign-Off Done
<input type="checkbox"/> 99000000348		Sign-Off Pending
<input type="checkbox"/> 99000000351		Sign-Off Pending

Buttons at the bottom include 'Delete Lab Request', 'View/Edit Details', 'Print', and 'Create Lab Request'.

5. Select the Type of Evidence to be tested by clicking ☒. If the Type of Evidence is "Other" enter Remarks.

6. Select the Priority from the drop down menu.

Priority Low Priority

7. The Investigating Officer's information should default from the Invoice. If not enter the Investigating Officer's Tax No. and click [Validate](#) to auto populate the Officer's information. If the Officer is Non-NYPD you must manually enter their information.

The screenshot shows the NYPD PETS interface with the 'Release / Disposition' tab selected. The form displays the following information:

Property Clerk Invoice No: 2000000633  
Request for Lab No: 099000000247  
Date of Invoice: 07/14/2010  
Date of This Report: 07/21/2010  
Det. Case No: [Empty]

Type of Evidence: ☐ DNA ☐ Firearms / Firearms Related ☐ Criminalistic ☒ Other Arrest Priority: Low Priority

Investigating Officer: ☒ NYPD Tax No: [Empty] Last Name: [Empty] First Name: [Empty] Rank: [Empty] Command: [Empty]  
☒ Non-NYPD Agency: OCVE Email: jsmith@ocme.com Telephone No: [Empty]

Responding Investigator (Same as Investigating Officer ☐): ☒ NYPD Tax No: [Empty] Last Name: [Empty] First Name: [Empty] Rank: [Empty]  
☐ Non-NYPD Command: [Empty] Email: [Empty] @nypd.org

Arresting Officer: ☒ NYPD Tax No: 923638 Last Name: John First Name: Smith Rank: [Empty]  
☐ Non-NYPD Command: [Empty] Email: [Empty]

Detective Sup. E-Mail: [Empty]  
Offense(s): PETIT LARC  
Buttons: Back, Save & Continue



# NYPD PETS

## PROPERTY and EVIDENCE TRACKING SYSTEM

### Request for Laboratory Examination

8. If Investigating Officer and Responding Investigator are the same select

Same as Investigating Officer ☒

to copy the information. Otherwise enter the Responding Investigator Tax No. and click **Validate** to auto populate the Officer's information. If the Officer is Non-NYPD you must manually enter their information.

9. The Arresting Officer and Detective Sup. E-Mail Information is defaulted from the reference Invoice.

10. Once complete click

**Save & Continue**

Click Save & Continue

11. The Complainant Information is defaulted from the reference Invoice.

12. The "Address of Occurrence" information is defaulted from the reference Invoice; it can be changed if desired.

13. The Officer Collecting Evidence Tax No. is defaulted from the reference Invoice. If a change is desired enter their Tax No.

click **Validate** to auto populate the Officer's information.

14. Once complete click

**Save & Continue**

Click Save & Continue



15. Indicate whether or not there was any Physical Contact between the Victim and Suspect or Victim and Arrestee by selecting either "Yes", "No", or "Unknown" from the drop down menu.
16. Identify all Victims / Suspects / Arrestee / Persons that were bleeding; by selecting the appropriate person from the drop down menu and complete the requested information (Last Name, First Name, and DOB, Prnct.). Enter the NYSID No. if applicable.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search  
New Invoice  
Update  
Approval  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Change Approval  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Property Clerk Invoice No. 2000000633  
Request for Lab No. 099000000247  
Date of Invoice 07/14/2010  
Date of This Report 07/21/2010

Was There Physical Contact Between Victim and Suspect? [No]  
Was There Physical Contact Between Victim and Arrestee? [No]

**Victims / Suspects / Arrestee / Persons Bleeding**

Select	Last Name	First Name	DOB	Pct	NYSID No.	Additional info.
Victim	Elton	Tom	7/21/1970	045		<a href="#">Add/Edit Additional Info.</a> <a href="#">Delete</a>

Is Bleeding? \* ☒  
Has legitimate access to the evidence? \* ☒  
If provided the DNA elimination sample? \* ☒  
If refused to provide DNA elimination sample? \* ☒

[Add New](#)

No. of Victims Bleeding 1  
No. of Suspects 0  
No. of Suspects Bleeding 0  
No. of Persons Arrested 0  
No. of Arrestees Bleeding 0  
No. of persons who may have legitimate access to the evidence including victims 1  
No. of persons who provided elimination samples, including victims 1  
No. of persons who refused to provide DNA elimination sample, including victims 1

If DNA elimination/victim samples are not collected, Explain:

[Back](#) [Save & Continue](#)

17. Provide appropriate information by clicking ☒
18. The information selected is automatically updates in the section below.
19. If applicable explain why DNA elimination/victim samples were not collected.
20. Once complete click [Save & Continue](#)

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search  
New Invoice  
Update  
Approval  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Change Approval  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Property Clerk Invoice No. 2000000633  
Request for Lab No. 099000000247  
Date of Invoice 07/14/2010  
Date of This Report 07/21/2010

Was There Physical Contact Between Victim and Suspect? [No]  
Was There Physical Contact Between Victim and Arrestee? [No]

**Victims / Suspects / Arrestee / Persons Bleeding**

Select	Last Name	First Name	DOB	Pct	NYSID No.	Additional info.
Victim	Elton	Tom	7/21/1970	045		<a href="#">Add/Edit Additional Info.</a> <a href="#">Delete</a>

Is Bleeding? \* ☒  
Has legitimate access to the evidence? \* ☒  
If provided the DNA elimination sample? \* ☒  
If refused to provide DNA elimination sample? \* ☒

[Add New](#)

No. of Victims Bleeding 1  
No. of Suspects 0  
No. of Suspects Bleeding 0  
No. of Persons Arrested 0  
No. of Arrestees Bleeding 0  
No. of persons who may have legitimate access to the evidence including victims 1  
No. of persons who provided elimination samples, including victims 1  
No. of persons who refused to provide DNA elimination sample, including victims 1

If DNA elimination/victim samples are not collected, Explain:

[Back](#) [Save & Continue](#)

Click Save & Continue





# NYPD PETS

## PROPERTY and EVIDENCE TRACKING SYSTEM

### Request for Laboratory Examination

21. If you wish to edit an existing line item select ☒ to the left of the line and click

Add/Edit Analysis Information

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Property Clerk Invoice No. 2000000633  
Request for Lab No. 09900000247

Date of Invoice 07/14/2010  
Date of This Report 07/21/2010

Item No.	Analysis Exam No.	Description Of Evidence
<input checked="" type="checkbox"/> 0001		Enter Description
<input type="checkbox"/> 0002		Enter Description
<input type="checkbox"/> 0003		Enter Description
<input type="checkbox"/> 0004		Enter Description

Add/Edit Analysis Information

Back Save & Continue

Click Add/ Edit Additional Information

22. Select the desired Analysis Exam Nos. and click . The Selected Analysis Exam Nos. will then move to the "Selected Analysis Exam Nos." section. If desired you can add more than one Analysis Exam Nos. by repeating the process.

23. If available enter Specific Reason for Requesting the Examination, Analysis or Comparison to be performed.
24. Indicate the Probative Value as "Probative" or "Highly Probative".
25. If available enter the Exact Location Where Evidence Was Collected/ Recovered.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Property Clerk Invoice No. 2000000633  
Request for Lab No. 09900000247

Date of Invoice 07/14/2010  
Date of This Report 07/21/2010

Analysis Exam Nos.  
30 - Alcohol - determine blood alco  
5 - Ammunition-comparison to ident  
6 - Ballistics - microscopic compo  
25 - Document - examination and/or  
23 - Document / Altered  
22 - Document / Handwritten  
24 - Identify visualize content of  
26 - Document / Note  
27 - Document / Photocopier

Selected Analysis Exam Nos.  
29 - Alcohol - determine alcohol co  
18 - Chemical Unknown - analysis  
7 - DNA - Analysis to identify the

Property Clerk Invoice ITEM Number 0001

Specific Reason For Requesting The Examination, Analysis or Comparison to be Performed  
Enter Reason here

Probative Value:  
☐ Highly Probative  
☒ Probative

Exact Location Where Evidence Was Collected / Recovered  
Enter Location here

Suspected Type of Biological Evidence (If Applicable)  
☒ Blood ☐ Saliva ☐ Skin Cells ☐ Tissue ☐ Semen ☐ Other

Biological Bag No. Item Processed ☒ Yes ☐ No  
In the field?

If Yes: ☒ Swabbed for DNA ☐ Fumed For Prints  
☐ Applied Powder For Prints ☐ Other

Property Clerk Invoice No. 2000000633  
Compare Property Clerk Invoice ITEM Number 0001 To: Item No. 2000000633  
Delete

Add Item

Back Save & Continue





26. If applicable select Suspected Type of Biological Evidence by clicking ☒

27. Indicate whether or not the Item was processed in the field by selecting "Yes" or "No". If Yes, indicate how the item was processed by clicking ☒

28. If desired Compare the Property Clerk Invoice ITEM Number with the Item to be processed. You can Add and or Delete items.

29. Once complete click **Save & Continue**

Click Save & Continue

30. If you wish to edit any other line item select ☒ to the left of the line and click **Add/Edit Analysis Information**

and repeat steps 22-29.

31. Once complete click **Save & Continue**

Click Save & Continue



# NYPD PETS

## PROPERTY and EVIDENCE TRACKING SYSTEM

### Request for Laboratory Examination

32. In the Officer section, click **Review Request for Lab** to generate the Invoice Preview. (mandatory)
33. Once reviewed close the Preview window. Enter your Login ID and Password and click **Sign** to indicate your official Signature as an Officer. (mandatory)

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN CRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search  
New Invoice  
Update  
Approval  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Change Approval  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Property Clerk Invoice No. 2000000633  
Request for Lab No. 99000000247  
Date of Invoice 07/14/2010  
Date of This Report 07/21/2010

Signatures are required before the invoice can be finalized.

Officer

1. **Review Request for Lab**

2. Affirmation:  
I have reviewed the above document. The signature to be digitally affixed to the document is my own. I understand that signing and submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document.

☒ Enter Login ID and Password to Sign:

Login ID \* [redacted]  
Password \* [redacted]

**Click Sign** Sign

☐ Sign with Signature Pad Tax No. [redacted] Validate

Signature [Handwritten Signature]

Try Again

Supervisor

1. **Review Request for Lab**

2. Affirmation:  
I have reviewed the above document. The signature to be digitally affixed to the document is my own. I understand that signing and submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document.

34. In the Supervisor section, to execute the official Signoff the Supervisor needs to click **Review Request for Lab** to generate the Invoice Preview. (mandatory)
35. Once reviewed close the Preview window. The Supervisor should enter their Login ID and Password and click **Sign** to indicate their official Signature as the Supervisor. (mandatory)
36. Once complete click **Sign Off**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN CRODIN | Log Out

Invoice Release / Disposition Reports Transfer

Search  
New Invoice  
Update  
Approval  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Change Approval  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Login ID \* [redacted]  
Password \* [redacted]

**Click Sign** Sign

☐ Sign with Signature Pad Tax No. [redacted] Validate

Signature [Handwritten Signature]

Try Again

Supervisor

1. **Review Request for Lab**

2. Affirmation:  
I have reviewed the above document. The signature to be digitally affixed to the document is my own. I understand that signing and submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document.

☒ Enter Login ID and Password to Sign:

Login ID \* [redacted]  
Password \* [redacted]

**Click Sign** Sign

☐ Sign with Signature Pad Tax No. [redacted] Validate

Signature [Handwritten Signature]

Try Again

Back Sign Off



37. Congratulations you have successfully created a Request for Laboratory exam.
38. The Invoice Print Screen now appears so you can generate the required output.

### Notes:

- You can select more than one Analysis at the same time.
- If desired a comparison of Property Clerk Invoice ITEM Number with the Item to be processed can be done.
- Review of Invoice at the Officer and Supervisor Officer level is mandatory.
- The Requesting Officer should Review and sign the Invoice first before proceeding to Supervisor's sign off.
- If the information window for Victims / Suspects / Arrestee / or Persons those were Bleeding is closed, you can reopen it by clicking [Add/Edit Additional Info.](#)

### Summary: Request for Laboratory Examination

You have successfully created a Request for Laboratory Examination for an Invoice in PETS. Now you should be able to create Requests for Laboratory Examination for an Invoice by giving the Invoice No, Address of Occurrence, information of Victims, Suspects, Arrestee, Persons Bleeding, Item Analysis, and other information.





## 15. Request for Retention

The following document explains how to create and remove a Request for Retention in PETS. Once an Invoice is Retained all related property will be blocked from disposition for one year. Requests created by non-PCD personnel may be subject to approval by PCD supervisory staff.

Upon completion the user will be able to create and remove a Request for Retention in PETS.

### 15.1 Request for Retention: INITIAL SCREEN

Steps	Screen View
1. From the initial PETS screen, select the <b>Invoice</b> tab.	





#### Steps

2. From the Invoice menu select  
**Request for Retention**

#### Screen View

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GORDIN | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
**Request for Retention**  
Remove Retention  
Hold Invoice  
Remove Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Select Request for Retention

Date From  Date To  Invoicing Command

Invoice No.  PETS No.  Storage No.

Officer Invoicing Officer Tax No.  Last Name  First Name  Command Code

Individual Type  Last Name  First Name/ Business Name

Complaint No.  Summons No.

Vehicle Plate No.  VIN No.

Advanced Search

Search Invoice

3. Enter the Invoice No.  
for Retention and  
click

Search Invoice

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GORDIN | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
**Request for Retention**  
Remove Retention  
Hold Invoice  
Remove Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Invoice No.  1000001081 Search Invoice

Click Search Invoice

Retain Above Invoice



#### Steps

4. Summary Information about the Invoice is displayed.

Enter the Remarks/Reasons for Retention. (mandatory)

5. If desired you can view the Chain of Custody by clicking on [View Chain of Custody](#)  
View the Invoice by clicking on [View Invoice](#)

View the Associated documents by clicking on [View Associated Documents](#)

Add additional Remarks or Documents by clicking on a [Add Remarks/Document](#)

View Change History by clicking on clicking on [View Change History](#)

6. Click

[Retain Above Invoice](#)

#### Screen View

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN CRODIN | [Log Out](#)

[Invoice](#) [Transfer](#) [Release / Disposition](#) [Reports](#)

Search

[New Invoice](#)  
[Update](#)  
[Pending Approvals](#)  
[Request for Laboratory Examination](#)  
[Request for Change Of Category](#)  
[Request for Retention](#)  
[Remove Retention](#)  
[Hold Invoice](#)  
[Remove Hold](#)  
[Print Invoice](#)  
[Invoice Summary](#)  
[Void](#)  
[Vehicle Inspection](#)  
[Putaway](#)

Invoice No.  [Search Invoice](#)

Invoice No.	1000001081	Invoice Status	OPEN	Invoice Date	07/26/2010	Storage No.	
Category	ARREST EVIDENCE	Property Type	GENERAL PROPERTY	Forfeiture Reason		PCD Intake Date	
Invoicing Officer	ROBERT GLENNON	Rank		Tax No.	930226	I/O Command	SPCL TRNG SECT
Invoicing Command	13TH PCT.						

Item No.	QTY	Description	Facility
1	1	GENERAL PROPERTY   FINANCIAL DOCUMENT   Check   test   NYSPIN Alarm:NO	

OCA Status	CEU Status No	Hold Status No	Disposition Info	Retention Status No

[View Chain of Custody](#)  
[View Invoice](#)  
[View Associated Documents](#)  
[Add Remarks/Document](#)  
[View Change History](#)

Remarks

065538 20.07.2010 13:15:36 test

020013 09/03/2010 04:53 Test1

Remarks/Reason for Retention \*

[Retain Invoice](#)

[Retain Above Invoice](#)

[Click Retain Above Invoice](#)



#### Steps

7. A confirmation screen appears. Click **Retain Above Invoice** to retain the Invoice or click **No** to go back to the Request for Retention screen.

#### Screen View

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Remove Retention  
Hold Invoice  
Remove Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Invoice No. \* 1000001081 Search Invoice

Invoice No. 1000001081 Invoice Status OPEN Invoice Date 07/26/2010 Storage No.

Category: ARREST EVIDENCE Property Type: GENERAL PROPERTY Forfeiture Reason: PCD Intake Date: Invoicing Command: 13TH PCT.

Invoicing Officer: ROBERT GLENNON Rank: Tax No. 930226 I/O Command:

Item No. QTY Description Facility

1 1 GENERAL PROPERTY [FINANCIAL DOCUMENT] 1000001081

OCA Status: CEU Status: No Hold Status: No

Are you sure you want to retain the Invoice Number 1000001081?

Retain Above Invoice No

Click Retain Above Invoice

View Chain of Custody  
View Invoice  
View Associated Documents  
Add Remarks/Document  
View Change History

Remarks/Reason for Retention \*

Retain Invoice

Retain Above Invoice

8. Congratulations you have successfully Retained the Invoice.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Remove Retention  
Hold Invoice  
Remove Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Message not maintained(,000)

Invoice No. \* 1000001081 Search Invoice

Invoice No. 1000001081 Invoice Status OPEN Invoice Date 07/26/2010 Storage No.

Category: ARREST EVIDENCE Property Type: GENERAL PROPERTY Forfeiture Reason: PCD Intake Date: Invoicing Command: 13TH PCT.

Invoicing Officer: ROBERT GLENNON Rank: Tax No. 930226 I/O Command: SPCL TRNG SECT

Item No. QTY Description Facility

1 1 GENERAL PROPERTY [FINANCIAL DOCUMENT] [Check] test [NYSPIN Alarm:NO] 1000001081

OCA Status: CEU Status: No Hold Status: No Disposition Info: Retention Status: No

View Chain of Custody  
View Invoice  
View Associated Documents  
Add Remarks/Document  
View Change History

Remarks

005539 26.07.2010 13:15:35 test

026013 06/03/2010 04:53 Test1

Remarks/Reason for Retention \*

Retain Invoice

Retain Above Invoice



### **Notes:**

- Acceptance of a Request for Retention will only Retain the Property for one year. If additional Retention of the property is necessary, a new Request for Retention must be created for each one year period.
- Requests created by non-PCD personnel may be subject to approval by PCD supervisory staff.



## 15.2 Remove Retention: INITIAL SCREEN

9. If you want to Remove Retention of the Invoice, select **Remove Retention** from the Invoice menu.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice

Update

Pending Approvals

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

**Remove Retention**

Hold Invoice

Remove Hold

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

Message not maintained(,000)

Invoice No. \* 1000001081 Search Invoice

Invoice No. 1000001081 Invoice Status OPEN Invoice Date 07/26/2010 Storage No.

Category ARREST EVIDENCE Property Type GENERAL PROPERTY Forfeiture Reason PCD Intake Date Involving Command 13TH PCT.

Rank Tax No. 930226 I/O Command SPCL TRNG SECT

QTY	Description	Facility
1	1 GENERAL PROPERTY (FINANCIAL DOCUMENT)   Check   test INYSPIN Alarm:NO	

OCA Status CEU Status No Hold Status No Disposition Info Retention Status No

[View Chain of Custody](#) [View Invoice](#) [View Associated Documents](#) [Add Remarks/Document](#) [View Change History](#)

Remarks: 065530 26.07.2010 13:15:36 test  
026011 06/03/2010 04:53 Test1

Remarks/Reason for Retention \*

Retain Invoice

Retain Above Invoice

10. Enter the Invoice No. and click

Search Invoice

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice

Update

Pending Approvals

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

Remove Retention

Hold Invoice

Remove Hold

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

Invoice No. \* 1000001081 Search Invoice

Click Search Invoice





- Summary Information about the Invoice is displayed.
- If desired you can view the Chain of Custody by clicking on [View Chain of Custody](#)

View the Invoice by clicking on

[View Invoice](#)

View the Associated documents by clicking on

[View Associated Documents](#)

Add additional Remarks or Documents by clicking on a

[Add Remarks/Document](#)

View change history by clicking on

[View Change History](#)

- Click

[Remove Retention](#)

- Congratulations you have successfully removed Retention from the Invoice.

The screenshot shows the NYPD PETS interface. The top navigation bar includes 'Invoice', 'Transfer', 'Release / Disposition', and 'Reports'. The left sidebar lists various actions like 'Search', 'New Invoice', 'Update', etc. The main content area displays invoice details for Invoice No. 1000001081, including its status (OPEN, RETENTION), date (07/26/2010), and a table of items. A 'Remove Retention' button is visible at the bottom right of the main content area. A blue callout box with an arrow points to this button, containing the text 'Click Remove Retention'.

This screenshot shows the same NYPD PETS interface after the retention has been removed. A green status message at the top of the main content area reads: 'Status OPEN, RETN changed to OPEN,'. The rest of the interface, including the invoice details and the 'Remove Retention' button, remains the same as in the previous screenshot.



### ***Summary: Request for Retention***

You have successfully created and removed a Request for Retention in PETS. You should be able to Retain an Invoice by giving the Invoice No. and adding the Remarks/Reason for Retention. Requests for Retention created by non-PCD personnel may be subject to approval by PCD supervisory staff.



## 16. Vehicle Inspection

The initial Vehicle Inspection is triggered during creation of a Vehicle Invoice and is documented in the Create Invoice (Vehicle) procedure. The following document explains how to create subsequent Vehicle Inspections in relation to an Invoice. Subsequent Vehicle Inspections can be triggered at any time and as often as needed.

### 16.1 Create Vehicle Inspection: START SCREEN

Steps	Screen View
1. From the initial PETS screen, select the <b>Invoice</b> tab.	



# NYPD PETS PROPERTY and EVIDENCE TRACKING SYSTEM

Create Vehicle Inspection

2. From the Invoice menu select  
Vehicle Inspection

The screenshot shows the NYPD PETS system interface. The left sidebar contains a list of menu items: Search, New Invoice, Update, Pending Approvals, Request for Laboratory Examination, Request for Change Of Category, Request for Retention, Request for Hold, Print Invoice, Invoice Summary, Void, Vehicle Inspection, and Putaway. The 'Vehicle Inspection' item is highlighted. A callout box with the text 'Select Vehicle Inspection' points to this item. The main content area shows the 'Invoice' tab selected, with various input fields for creating a new invoice, including Date From, Date To, Invoicing Command, Invoice No., PETS No., Storage No., Officer, Tax No., Last Name, First Name, Command Code, Individual Type, Last Name, First Name/ Business Name, Arrest No., Complaint No., Summons No., Vehicle Plate No., and VIN No. A 'Search Invoice' button is visible at the bottom right of the form area.

3. Enter the Invoice No.  
(mandatory) and  
click

Submit

The screenshot shows the same NYPD PETS system interface, but now the 'Invoice No.' field is populated with the value '2000000724'. A 'Submit' button is visible next to the field. A callout box with the text 'Click Submit' points to this button. The left sidebar remains the same, with 'Vehicle Inspection' still highlighted.



4. To start the inspection of the Vehicle click

Start New Inspection

The screenshot shows the NYPD PETS interface. On the left is a navigation menu with options like Search, New Invoice, Update, Pending Approvals, etc. The main area displays 'Invoice No. 2000000724' and a table of inspection lots. A blue callout box points to the 'Start New Inspection' button.

Inspection Lot Number	Inspection Status
<input type="checkbox"/> 89000000815	COMPLETE
<input type="checkbox"/> 89000000854	COMPLETE
<input type="checkbox"/> 89000001020	PENDING
<input type="checkbox"/> 89000001120	PENDING
<input type="checkbox"/> 89000001121	PENDING
<input type="checkbox"/> 89000001122	PENDING
<input type="checkbox"/> 89000001123	PENDING
<input type="checkbox"/> 89000001124	COMPLETE
<input type="checkbox"/> 89000001125	COMPLETE

5. The Inspection screen now appears. Select the Description of the Inspection from dropdown menu.

6. The name of the Officer who performed the Inspection defaults. If desired you can change the Officer's Name.

7. Enter the appropriate Material Description listed, by selecting the appropriate Unit (mandatory) and enter Remarks (If applicable).

The screenshot shows the 'Vehicle Inspection' screen. It includes fields for 'Invoice No.', 'Inspection No.', 'Invoice Date', 'Inspection Description', 'Inspection Performed By', and 'Start Date'. Below these is a table for equipment inspection with columns for Equipment, Unit, and Remarks. At the bottom, there are sections for 'Additional Equipment/Accessories' and 'Missing/Damaged Parts'.

Equipment	Unit (*)	Remarks
BATTERY	Yes	
TIRES	04	
AIRBAGS	01	
NAVIGATION SYSTEM	Yes	
RADIO	AM / FM	
ADDITIONAL AUDIO EQUIPMENT	CD PLAYER	
SPECIAL WHEELS	01	
WHEEL COVERS	04	
KEYS WITH VEHICLE	None	
TRUNK	Locked	
GLOVE COMPARTMENT	Locked	
INTERNAL CONDITION	Good	
EXTERNAL CONDITION	Fair	
OTHER	Enter Comments	Enter Comments here





8. If Additional Equipment/ Accessories exist, enter the details.
9. If Parts of the Vehicle are Missing /Damaged, select the Part from the drop down menu, enter a description in Remarks, and Upload any associated images (If applicable).

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Search  
New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Invoice No. 2000000724 Invoice Date 9/2/2010  
Inspection No. 89000001127

Inspection Description: Invoicing Inspection Inspection Performed by: JOHN GRODIN Start Date: 9/2/2010

Equipment	Unit (*)	Remarks
BATTERY	Yes	
TIRES	04	
AIRBAGS	01	
NAVIGATION SYSTEM	Yes	
RADIO	AM / FM	
ADDITIONAL AUDIO EQUIPMENT	CD PLAYER	
SPECIAL WHEELS	01	
WHEEL COVERS	04	
KEYS WITH VEHICLE	None	
TRUNK	Locked	
GLOVE COMPARTMENT	Locked	
INTERNAL CONDITION	Good	
EXTERNAL CONDITION	Fair	
OTHER	Enter Comments	Enter Comments here

Additional Equipment/Accessories

Select Additional Equipment  
☒ Enter Additional Equipment here

Add New Delete

Missing/Damaged Parts

Select	Missing/Damaged Type	Remarks
<input checked="" type="checkbox"/>	Headlight	Enter Remarks here

Add New Delete

Do you want to compare with another inspection? ☒

10. Select ☒ if you want to compare with another Inspection.
11. Select the Inspection No. with which you wish to compare from dropdown menu and click **Go**
12. The reference Inspection information is displayed.
13. Once complete click **Save & Continue**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Search  
New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Add New Delete

Missing/Damaged Parts

Select	Missing/Damaged Type	Remarks
<input checked="" type="checkbox"/>	Headlight	Enter Remarks here

Add New Delete

Do you want to compare with another inspection? ☒ 89000001126 Go

Inspection No.: 89000001126  
Inspection Description: Invoicing Inspection Inspector Name: JOHN GRODIN Start Date/Time: 9/2/2010

Equipment	Unit	Remarks
BATTERY	Yes	
TIRES	04	
AIRBAGS	01	
NAVIGATION SYSTEM	Yes	
RADIO	AM / FM	
ADDITIONAL AUDIO EQUIPMENT	CD PLAYER	
SPECIAL WHEELS	01	
WHEEL COVERS	04	
KEYS WITH VEHICLE	None	
TRUNK	Locked	
GLOVE COMPARTMENT	Locked	
INTERNAL CONDITION	Good	
EXTERNAL CONDITION	Fair	
OTHER	None	

Additional Equipment

Missing/Damaged Type Remarks

Click Save & Continue

Back Save & Continue



# NYPD PETS

## PROPERTY and EVIDENCE TRACKING SYSTEM

Create Vehicle Inspection

14. A Confirmation screen appears. Click **Cancel** if you want to go back and edit the Inspection information or click **Ok** to complete the Inspection.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice

Update

Pending Approvals

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

Request for Hold

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

Add New Delete

Missing/Damaged Parts

Select	Missing/Damaged Type	Remarks
<input checked="" type="checkbox"/>	Headlight	Enter Remarks here

Add New Delete

Do you want to compare with another inspection? ☒ 89000001126 Go

Inspection No.: 89000001126

Inspection Description: Invoicing Inspection Inspector Name: JOHN GRODIN Start Date/Time: 9/2/2010

Equipment	Unit	Remarks
BATTERY	Yes	
TIRES		
AIRBAGS		
NAVIGATION SYSTEM		
RADIO		
ADDITIONAL AUDIO EQUIPMENT		
SPECIAL WHEELS		
WHEEL COVERS		
KEYS WITH VEHICLE	None	
TRUNK	Locked	
GLOVE COMPARTMENT	Locked	
INTERNAL CONDITION	Good	
EXTERNAL CONDITION	Fair	
OTHER	None	

Additional Equipment

Missing/Damaged Type	Remarks
NONE	

Back Save & Continue

15. If you click "Ok" the screen will be greyed out. This won't allow you to edit any further Inspection information.
16. Once complete click **Back**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice

Update

Pending Approvals

Request for Laboratory Examination

Request for Change Of Category

Request for Retention

Request for Hold

Print Invoice

Invoice Summary

Void

Vehicle Inspection

Putaway

✓ Data is saved successfully.

Invoice No.: 2000000724 Invoice Date: 9/2/2010

Inspection No.: 89000001127

Inspection Description: Invoicing Inspection Inspection Performed by: JOHN GRODIN Start Date: 9/2/2010

Equipment	Unit (*)	Remarks
BATTERY	Yes	
TIRES	04	
AIRBAGS	01	
NAVIGATION SYSTEM	Yes	
RADIO	AM / FM	
ADDITIONAL AUDIO EQUIPMENT	CD PLAYER	
SPECIAL WHEELS	01	
WHEEL COVERS	04	
KEYS WITH VEHICLE	None	
TRUNK	Locked	
GLOVE COMPARTMENT	Locked	
INTERNAL CONDITION	Good	
EXTERNAL CONDITION	Fair	
OTHER	Enter Comments	Enter Comments here

Additional Equipment/Accessories

Select	Additional Equipment
<input checked="" type="checkbox"/>	Enter Additional Equipment here

Add New Delete

Missing/Damaged Parts

Select	Missing/Damaged Type	Remarks
<input checked="" type="checkbox"/>	Headlight	Enter Remarks here

Add New Delete



17. The Inspection Lot Number and Inspection Status are displayed.

18. If you wish to edit an existing line item

select ☒ to the left of the line and click

[View/Edit Details](#)

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN CRODIN | [Log Out](#)

Invoice: 2000000724

Inspection Lot Number	Inspection Status
<input type="checkbox"/> 89000000815	COMPLETE
<input type="checkbox"/> 89000000854	COMPLETE
<input type="checkbox"/> 89000001020	PENDING
<input type="checkbox"/> 89000001120	PENDING
<input type="checkbox"/> 89000001121	PENDING
<input type="checkbox"/> 89000001122	PENDING
<input type="checkbox"/> 89000001123	PENDING
<input type="checkbox"/> 89000001124	COMPLETE
<input type="checkbox"/> 89000001126	COMPLETE
<input type="checkbox"/> 89000001127	COMPLETE

[View/Edit Details](#) [Start New Inspection](#)

[Back](#) [Click View / Edit Details](#)

### Notes:

- The initial Vehicle Inspection is triggered during creation of a Vehicle Invoice; you can add as many subsequent Vehicle Inspections as required.
- You can only edit existing inspections that are in Pending status.
- The inspection points required to complete a Vehicle Inspections are subject to change. The Inspection points listed in this document and the order in which they appear may be different that what you observe in PETS.
- On the Vehicle Inspection Screen (step 8): You can Add New equipment and or accessories by clicking on [Add New](#) and if desired delete equipment and or accessories by selecting the line item and clicking on [Delete](#)
- On the Vehicle Inspection Screen (step 9): You can Add Missing and or Damaged parts by clicking on [Add New](#) and if desired delete Missing and or Damaged by selecting the line item and clicking on [Delete](#)



### ***Summary: Create Vehicle Inspection***

You have successfully created a Vehicle Inspection for an Invoice in PETS. Now you should be able to create Vehicle Inspection for an Invoice by giving the Invoice No, Inspector Name, Material information and their Units, Equipment and Damaged parts information.







## 17. Invoice Putaway

The following document explains how to “Putaway” packaged Articles immediately after Invoice Approval. This transaction is typically performed by Precinct Property Room Officers or Desk Sergeant’s to confirm that the Property and Evidence is now officially in custody of the Invoicing Command.

Upon completion the user will be able to accept and Putaway packaged Articles as needed.

### 17.1 Invoice Putaway: START SCREEN

Steps	Screen View
1. From the initial PETS screen, select the <b>Invoice</b> tab.	



2. From the Invoice menu select

**Putaway**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Remove Retention  
Hold Invoice  
Remove Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
**Putaway**

Date From: [ ] Date To: [ ] Invoicing Command: [--Select--]

Invoice No.: [ ] PETS No.: [ ] Storage No.: [ ]

Officer Invoicing Officer: [ ] Tax No.: [ ] Last Name: [ ] First Name: [ ] Command Code: [--Select--]

Individual Type: [--Select--] Last Name: [ ] First Name/ Business Name: [ ]

Arrest No.: [ ] Complaint No.: [ ] Summons No.: [ ]

Vehicle Plate No.: [ ] VIN No.: [ ]

Advanced Search

Search Invoice

Select Putaway

3. Enter the PETS barcode of the package you wish to Putaway.

4. Click

**Next**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome GREGORY LOCKE | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Remove Retention  
Hold Invoice  
Remove Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
**Putaway**

Select PETS Number/Barcode

PETS Barcode: 1290000119

Clear Next

Enter PETS Barcode



5. PETS proposes a storage location to Putaway the package.

6. If you wish to Putaway the package in the storage location proposed; then enter or scan the proposed storage location and click

Save

7. Else select **DiffLoc** to enter different storage location.

8. Enter or scan the desired storage location and click

Save

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome GREGORY LOCKE | Log Out

Invoice Transfer Release / Disposition Reports

Search  
New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Confirmation completed(ZPD\_MESSAGE/452)

**Destination Information - Single Item**

**Destination Info.**

Storage Area: General Property  
Precinct Storage

Storage Location: PROPROOM1

Storage No:

**Invoice Information**

Invoice No: 1000000017  
Package Type: Security Envelope - Small  
PETS Barcode: 1290000119  
Property Category: Arrest Evidence

Detail DiffLoc

< Back Clear Save

Enter Storage Location

Click Save

9. Congratulations, The package has been successfully putaway in the desired storage location.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome GREGORY LOCKE | Log Out

Invoice Transfer Release / Disposition Reports

Search  
New Invoice  
Update  
Pending Approvals  
Request for Laboratory Examination  
Request for Change Of Category  
Request for Retention  
Request for Hold  
Print Invoice  
Invoice Summary  
Void  
Vehicle Inspection  
Putaway

Confirmation completed(ZPD\_MESSAGE/452)

**Destination Information - Single Item**

**Destination Info.**

Storage Area: General Property  
Precinct Storage

Storage Location: PROPROOM1

Storage No:

**Invoice Information**

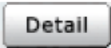
Invoice No: 1000000017  
Package Type: Security Envelope - Small  
PETS Barcode: 1290000119  
Property Category: Arrest Evidence

Detail DiffLoc

< Back Clear Save



### **Notes:**

- From the Putaway Screen (step 8): For Detailed destination Information click 
- To delete any field values click 

### **Summary: Invoice Putaway**

Now the User should be able to accept and Putaway packaged Articles as needed.



## 18. Initiate Transfer

The following document explains how to create a Property Transfer Receipt (PTR) using the PETS Nos., Invoice No., or Property Type and Category. Before starting the “Initiate Transfer” process the “Putaway” process must have been completed.

The user can create PTR’s from the following Origin Types:

- Precincts
- Property Clerk Office
- Warehouse
- Auto Pound
- Lab
- Court
- Others

Upon completion the user will be able to Create PTR’s from various Origin Types.





### 18.1 Initiate Transfer: INITIAL SCREEN

10. From the initial PETS screen, select the **Transfer** tab.

The screenshot shows the NYPD PETS initial screen. The 'Transfer' tab is selected in the top navigation bar. A blue callout box labeled 'Select Transfer' points to the 'Transfer' tab. The left sidebar contains a list of menu items: Search, New Invoice, Update, Request for Laboratory Examination, Vehicle Inspection, Invoice Summary, Print Invoice, Pending Approvals, Void Invoice, Request for Change Of Category, Request for Retention, Remove Retention, PCD Hold, Remove PCD Hold, and Putaway. The main content area displays a form for initiating a transfer, with fields for Date From, Date To, Invoicing Command, Invoice No., PETS No., Storage No., Officer Invoicing Officer, Tax No., Last Name, First Name, Command Code, Individual Type, Last Name, First Name/ Business Name, Arrest No., Complaint No., Summons No., Vehicle Plate No., and VIN No. There is also an 'Advanced Search' link and a 'Search Invoice' button.

11. From the Transfer menu select **Initiate Transfer**

**Initiate Transfer**

The screenshot shows the NYPD PETS Transfer menu. The 'Initiate Transfer' option is selected in the left sidebar. A blue callout box labeled 'Select Initiate Transfer' points to the 'Initiate Transfer' option. The main content area displays a form for initiating a transfer, with fields for PTR Search Criteria, From, To, Origin, Destination, PTR No., and PETS No. There is also a 'Find PTR' button and a 'Next' button.



### 18.2 Initiate Transfer: CREATE PTR


12. On the Create PTR screen, the Origin Window appears.
13. Select the appropriate Origin Type, Processing Command, and Storage Area from the drop down menus. (mandatory)

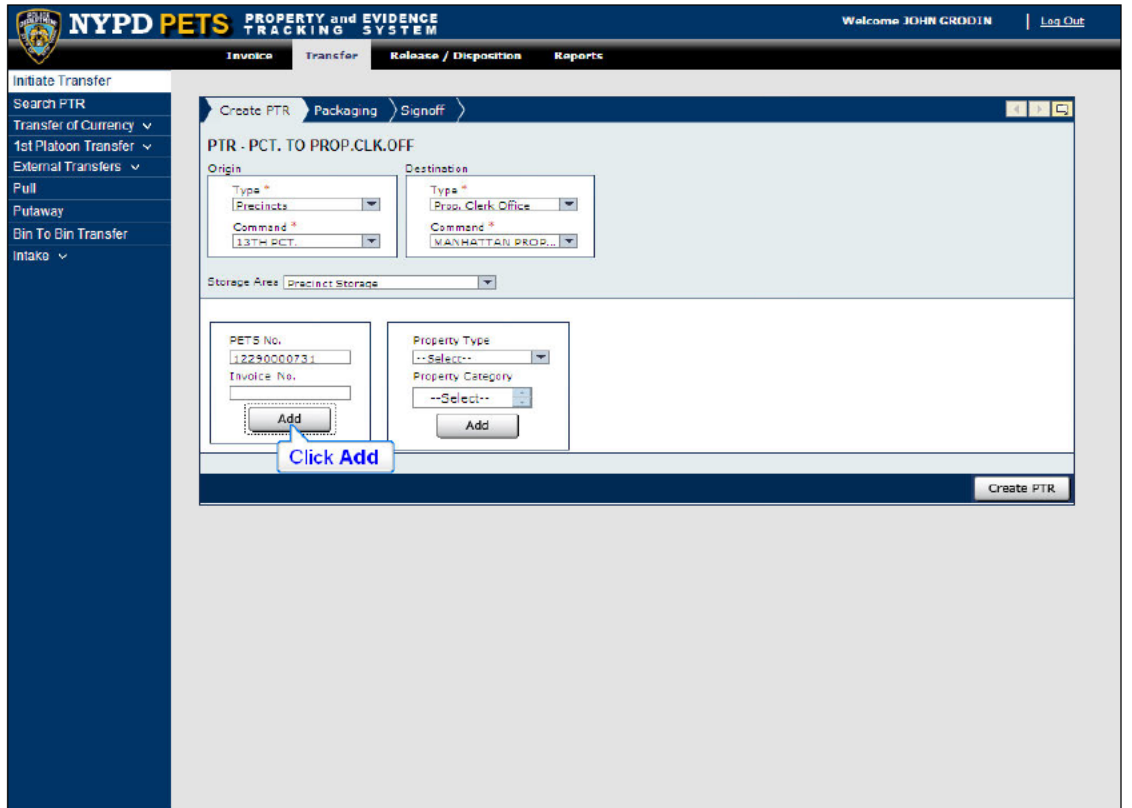
The screenshot shows the 'Create PTR' screen in the NYPD PETS system. The 'Origin' window is active, displaying three dropdown menus: 'Type' (set to 'Precincts'), 'Command' (set to '13TH PCT'), and 'Storage Area' (set to 'Select--'). Callout boxes point to these fields with the labels 'Select Type', 'Select Command', and 'Select Storage Area'. The left sidebar contains a menu with options like 'Initiate Transfer', 'Search PTR', 'Transfer of Currency', '1st Platoon Transfer', 'External Transfers', 'Pull', 'Putaway', 'Bin To Bin Transfer', and 'Intake'. The top navigation bar includes 'Invoice', 'Transfer', 'Release / Disposition', and 'Reports'.

14. Once done, the Destination Window appears.
15. Select the appropriate Destination Type and Processing Command from the drop down menus. (mandatory)

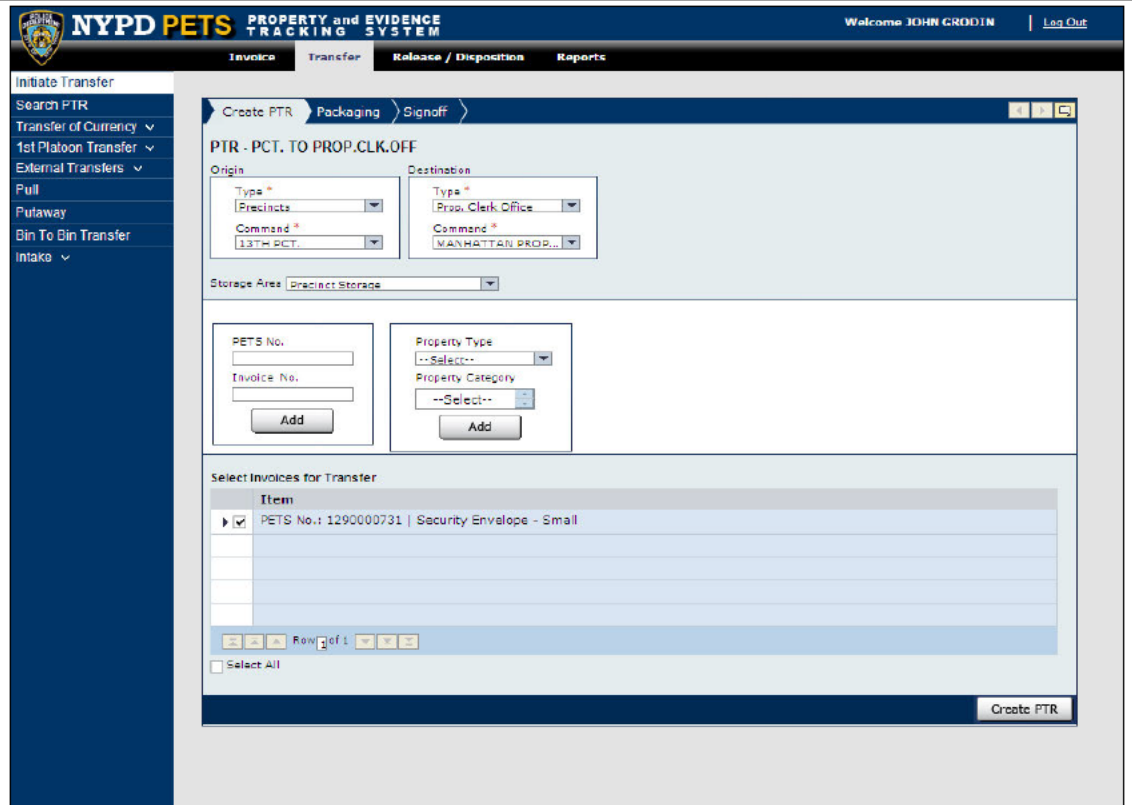
The screenshot shows the 'Create PTR' screen with the 'Destination' window active. It displays two dropdown menus: 'Type' (set to 'Prop. Clerk Office') and 'Command' (set to 'MANHATTAN PROB.'). Callout boxes point to these fields with the labels 'Select Type' and 'Select Command'. The 'Storage Area' dropdown remains set to 'Precinct Storage'. The interface elements, including the left sidebar and top navigation bar, are consistent with the previous screenshot.



16. Once done, a search window appears below.
17. Scan or Enter the PETS No. That you wish to transfer.
18. Click 



19. The PETS No. entered now appears below in the section "Select Invoices for Transfer". It will be selected by default.
20. If you wish to enter multiple PETS Nos. repeat steps 9-10.
21. Any additional PETS Nos. will also appear below in the section "Select Invoices for Transfer".





# NYPD PETS

PROPERTY and EVIDENCE  
TRACKING SYSTEM

Initiate Transfer

22. If desired you can also choose the PETS Nos. by Invoice No.
23. Enter the desired Invoice No. and click

Add

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN CRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Create PTR Packaging Signoff

PTR - PCT. TO PROP.CLK.OFF

Origin: Type \* Precincts Command \* 13TH PCT. Destination: Type \* Prop. Clerk Office Command \* MANHATTAN PROP... Storage Area: Precinct Storage

PETS No. Invoice No. 1000002270 Add

Property Type --Select-- Property Category --Select-- Add

Select Invoices for Transfer

Item
<input checked="" type="checkbox"/> PETS No.: 1290000731   Security Envelope - Small

Row 1 of 1

Select All

Create PTR

24. The PETS nos. belonging to the Invoice now appear in the section below "Select Invoices for Transfer".

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN CRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Create PTR Packaging Signoff

PTR - PCT. TO PROP.CLK.OFF

Origin: Type \* Precincts Command \* 13TH PCT. Destination: Type \* Prop. Clerk Office Command \* MANHATTAN PROP... Storage Area: Precinct Storage

PETS No. Invoice No. Add

Property Type --Select-- Property Category --Select-- Add

Select Invoices for Transfer

Item
<input checked="" type="checkbox"/> PETS No.: 1290000731   Security Envelope - Small
<input checked="" type="checkbox"/> PETS No.: 1290000734   Security Envelope - Small
<input checked="" type="checkbox"/> PETS No.: 1290000735   Security Envelope - Small
<input checked="" type="checkbox"/> PETS No.: 1290000736   Security Envelope - Small
<input checked="" type="checkbox"/> PETS No.: 1290000737   Security Envelope - Small

Row 5 of 5

Select All

Create PTR



25. If desired you can also choose the PETS Nos. by Property Type and Category.
26. Select the desired Property Type and Property Category from the drop down menus.

27. Click

Add

28. All the PETS Nos. belonging to the PETS No., Invoice No., and chosen Property Type and Category now appear in the section "Select Invoices for Transfer".

29. Select only the PETS Nos. for which you wish to include in the PTR.

30. Select the Destination. (mandatory)

31. Click

Create PTR





# NYPD PETS

PROPERTY and EVIDENCE  
TRACKING SYSTEM

Initiate Transfer

32. PETS creates and displays the PTR No. for the selected PETS Nos.
33. Select the PTR No. and click

Continue

34. A Confirmation dialog box appears confirming whether you want to pack items into another bag.
35. Click **Yes** if want to pack items. Otherwise click **No**



## 18.3 Initiate Transfer: PACKAGING

36. On the Packaging screen if you want to pack an already barcoded package into another package (bag in bag) then indicate "Yes"; If not, then indicate "No".

37. Click

Save & Continue

The screenshot shows the 'Packaging' step of the 'Initiate Transfer' process. The left sidebar contains a menu with options: Initiate Transfer, Search PTR, Transfer of Currency, 1st Platoon Transfer, External Transfers, Pull, Putaway, Bin To Bin Transfer, and Intake. The main content area has a breadcrumb trail: Create PTR > Packaging > Signoff. Below this, there are two steps: Step 1: Select the item to be packaged (with a table) and Step 2: Scan/Type the barcode of the Packaging Material/ Label. Step 2 includes a 'Package Barcode' input field, a 'Pack' button, and a list of items to be packaged. The items list includes: 1290000731 - Security Envelope - Small (1 Handbag | BLACK |), 1290000732 - Security Envelope - Small (2 Keys | CHROME/STAINLESS STEEL |), 1290000733 - Security Envelope - Small (1 Wallet | BLACK |), and 1290000734 - Security Envelope - Small (1 Handbag | BLACK | GUCCI |). At the bottom, there is a question: 'Do you want to pack already barcoded package into another package (bag in bag)?' with 'Yes' and 'No' radio buttons. A 'Save & Continue' button is at the bottom right. A callout box points to the 'Save & Continue' button with the text 'Click Save & Continue'.

38. If you have indicated "Yes" then the bag in bag packaging screen appears and all the packages available for packing appear on the left side of the screen.

39. Select the desired items to be repacked on the left side of the screen.

40. Scan or Enter the Package barcode on the right side of the screen and click

Pack

The screenshot shows the 'Packaging' step of the 'Initiate Transfer' process, specifically Step 3: Scan/Type the Outermost Package Material / label. The left sidebar is the same as in the previous screenshot. The main content area has a breadcrumb trail: Create PTR > Packaging > Signoff. Below this, there are two steps: Step 4: Select the item to be repackaged (with a table) and Step 3: Scan/Type the Outermost Package Material / label. Step 3 includes a 'Package Barcode' input field, a 'Pack' button, and a list of items to be repackaged. The items list includes: 1290000731 - Security Envelope - Small (1 Handbag | BLACK |), 1290000732 - Security Envelope - Small (2 Keys | CHROME/STAINLESS STEEL |), 1290000733 - Security Envelope - Small (1 Wallet | BLACK |), 1290000734 - Security Envelope - Small (1 Handbag | BLACK | GUCCI |), and 1290000735 - Security Envelope - Small (2 Keys | CHROME/STAINLESS STEEL |). At the bottom, there is a question: 'Do you want to pack already barcoded package into another package (bag in bag)?' with 'Yes' and 'No' radio buttons. A 'Save & Continue' button is at the bottom right. A callout box points to the 'Pack' button with the text 'Click Pack'.



41. The selected package items move to the right side of the screen.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM  
Welcome JOHN GORDIN | Log Out

Invoice Transfer Release / Disposition Reports

Create PTR Packaging Signoff

Step 4: Select the item to be repackaged.

☒ Select All

<input type="checkbox"/>	1290000733 - Security Envelope - Small
•	1 Wallet   BLACK
<input type="checkbox"/>	1290000734 - Security Envelope - Small
•	1 Handbag   BLACK   GUCCI
<input type="checkbox"/>	1290000735 - Security Envelope - Small
•	5 Keys   CHROME/STAINLESS STEEL
<input type="checkbox"/>	1290000736 - Security Envelope - Small
•	1 Wallet   BLACK
<input type="checkbox"/>	1290000737 - Security Envelope - Small
•	1 UMBRELLA   BLACK

Step 5: Scan / Type the Outermost Package Material / label.

Package Barcode:  Pack

--Select--

<input type="checkbox"/>	1890000473 - BEBS Bag - Extra Large
•	1290000731 - Security Envelope - Small
•	1 Handbag   BLACK   BLACK
•	1290000732 - Security Envelope - Small
•	2 Keys   CHROME/STAINLESS STEEL   CHROME/STAINLESS STEEL

Unpack

Do you want to pack already barcoded package into another package (bag in bag)? ☐ Yes ☒ No  
To proceed further press "Save and Continue"

Back Save & Continue

42. Follow steps 31-32 to repack the remaining items.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM  
Welcome JOHN GORDIN | Log Out

Invoice Transfer Release / Disposition Reports

Create PTR Packaging Signoff

Step 4: Select the item to be repackaged.

☐ Select All

<input type="checkbox"/>	1290000733 - Security Envelope - Small
•	1 Wallet   BLACK
<input type="checkbox"/>	1290000734 - Security Envelope - Small
•	1 Handbag   BLACK   GUCCI
<input type="checkbox"/>	1290000735 - Security Envelope - Small
•	5 Keys   CHROME/STAINLESS STEEL
<input type="checkbox"/>	1290000736 - Security Envelope - Small
•	1 Wallet   BLACK
<input type="checkbox"/>	1290000737 - Security Envelope - Small
•	1 UMBRELLA   BLACK

Step 5: Scan / Type the Outermost Package Material / label.

Package Barcode:  Pack

--Select--

<input type="checkbox"/>	1890000473 - BEBS Bag - Extra Large
•	1290000731 - Security Envelope - Small
•	1 Handbag   BLACK   BLACK
•	1290000732 - Security Envelope - Small
•	2 Keys   CHROME/STAINLESS STEEL   CHROME/STAINLESS STEEL
<input type="checkbox"/>	1890000474 - BEBS Bag - Extra Large
•	1290000733 - Security Envelope - Small
•	1 Wallet   BLACK   BLACK
•	1290000734 - Security Envelope - Small

Unpack

Do you want to pack already barcoded package into another package (bag in bag)? ☐ Yes ☒ No  
To proceed further press "Save and Continue"

Back Save & Continue

Click Save & Continue



43. If you want to repack the above bag in bag packages into a single Extra Large bag then select the desired items to be packed on the left side of the screen.

44. Scan or Enter the Package barcode and click

Pack

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GORDIN | Log Out

Invoice Transfer Release / Disposition Reports

Create PTR Packaging Signoff

Step 4: Select the item to be repackaged.

<input checked="" type="checkbox"/>	1890000473 - BEBS Bag - Extra Large
<input type="checkbox"/>	1290000731 - Security Envelope - Small
<input type="checkbox"/>	1 Handbag   BLACK
<input type="checkbox"/>	1290000732 - Security Envelope - Small
<input type="checkbox"/>	2 Keys   CHROME/STAINLESS STEEL
<input checked="" type="checkbox"/>	1890000474 - BEBS Bag - Extra Large
<input type="checkbox"/>	1290000733 - Security Envelope - Small
<input type="checkbox"/>	1 Wallet   BLACK
<input type="checkbox"/>	1290000734 - Security Envelope - Small
<input type="checkbox"/>	1 Handbag   BLACK   GUCCI

Step 5: Scan/ Type the Outermost Package Material / label.

Package Barcode: 1890000485 Pack

--Select-- Click Pack

Unpack

Do you want to pack already barcoded package into another package (bag in bag)? ☐ Yes ☒ No  
To proceed further press "Save and Continue"

Back Save & Continue

45. The packaged items are packed in the Extra Large Package and move to the right side of the screen.

46. Click

Save & Continue

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GORDIN | Log Out

Invoice Transfer Release / Disposition Reports

Create PTR Packaging Signoff

Step 4: Select the item to be repackaged.

Step 5: Scan/ Type the Outermost Package Material / label.

Package Barcode: 1890000485 Pack

--Select--

<input type="checkbox"/>	1890000485 - BEBS Bag - Extra Large
<input type="checkbox"/>	1890000473 - BEBS Bag - Extra Large
<input type="checkbox"/>	1290000731 - Security Envelope - Small
<input type="checkbox"/>	1 Handbag   BLACK   BLACK
<input type="checkbox"/>	1290000732 - Security Envelope - Small
<input type="checkbox"/>	2 Keys   CHROME/STAINLESS STEEL   CHRO
<input type="checkbox"/>	1890000474 - BEBS Bag - Extra Large
<input type="checkbox"/>	1290000733 - Security Envelope - Small
<input type="checkbox"/>	1 Wallet   BLACK   BLACK

Unpack

Do you want to pack already barcoded package into another package (bag in bag)? ☐ Yes ☒ No  
To proceed further press "Save and Continue"

Back Save & Continue

Click Save & Continue





## 18.4 Initiate Transfer: SIGN OFF

47. On the Sign Off screen click

**Preview PTR**

to Preview the PTR.  
(mandatory)

48. Once reviewed close the Preview window and enter your Login ID and Password.

**Sign**

Click to indicate your official Sign Off as the Command Messenger.  
(mandatory)

49. On the Supervisor Sign Off screen click

**Preview PTR**

to Preview the PTR.  
(mandatory)

50. Once reviewed close the Preview window and enter your Login ID and Password.

**Sign**

Click to indicate your official Sign Off as the Supervisor.  
(mandatory)

51. Once complete click

**Finish**





### 18.5 Initiate Transfer: INITIATE TRANSFER COMPLETE

52. Congratulations you have created a PTR.
53. Click Print to generate the required output.

The screenshot displays the NYPD PETS web interface. The top navigation bar includes the NYPD logo, the system name 'NYPD PETS PROPERTY and EVIDENCE TRACKING SYSTEM', and a user welcome message 'Welcome JOHN CRODIN' with a 'Log Out' link. Below the navigation bar, there are tabs for 'Invoice', 'Transfer', 'Release / Disposition', and 'Reports'. The 'Transfer' tab is active, and a left-hand menu lists various transfer options: 'Initiate Transfer', 'Search PTR', 'Transfer of Currency', '1st Platoon Transfer', 'External Transfers', 'Pull', 'Putaway', 'Bin To Bin Transfer', and 'Intake'. The main content area shows a progress bar with three steps: 'Create PTR' (active), 'Packaging', and 'Signoff'. Below the progress bar, a message box states 'PTR Creation Completed' and displays the 'PTR No.: 200000788'. A 'Print' button is located at the bottom right of the message box.

#### Notes:

- From the Create PTR Screen (step 6): Field names may change according to the Origin selected in Step 5.

#### Summary: Initiate Transfer

You should now be able to initiate PTR's using the PETS Nos., Invoice No., or Property Type and Category.

The user can create PTR's from the following Origin Types:

- Precincts
- Property Clerk Office
- Warehouse
- Auto Pound
- Lab
- Court
- Others



## 19. Intake Property

The following document explains how to Intake Property using the PETS No. or PTR No. The “Initiate Transfer” process must be complete before starting the “Intake Property” process.

Users can perform the following Intake types:

- Intake at Auto Pound
- Intake at Bomb Squad, etc.
- Intake at Lab
- Intake at Patrol Borough
- Intake at Precinct
- Intake at Property Clerk Office
- Intake at Warehouse



## 19.1 Intake Property: Initial Screen

Steps	Screen View
54. From the initial PETS screen, select the <b>Transfer</b> tab.	



55. From the Transfer menu select the

**Intake** ▾

drop down.

The screenshot shows the NYPD PETS web application interface. The top navigation bar includes the NYPD logo, the system name 'NYPD PETS PROPERTY and EVIDENCE TRACKING SYSTEM', a 'QA' badge, and a user welcome message 'Welcome JOHN GRODIN' with a 'Log Out' link. Below the navigation bar are tabs for 'Invoice', 'Transfer', 'Release / Disposition', and 'Reports'. The 'Transfer' tab is active, and a sub-menu is open showing options: 'Initiate Transfer', 'Search PTR', 'Transfer of Currency', '1st Platoon Transfer', 'External Transfers', 'Pull', 'Putaway', 'Bin To Bin Transfer', and 'Intake'. The 'Intake' option is highlighted with a blue background and a callout bubble that says 'Select Intake'. The main content area shows the 'Create PTR' workflow with steps 'Create PTR', 'Packaging', and 'Signoff'. The 'Origin' section contains dropdown menus for 'Type', 'Command', and 'Storage Area', all currently showing '--Select--'.


56. From the drop down menu select the

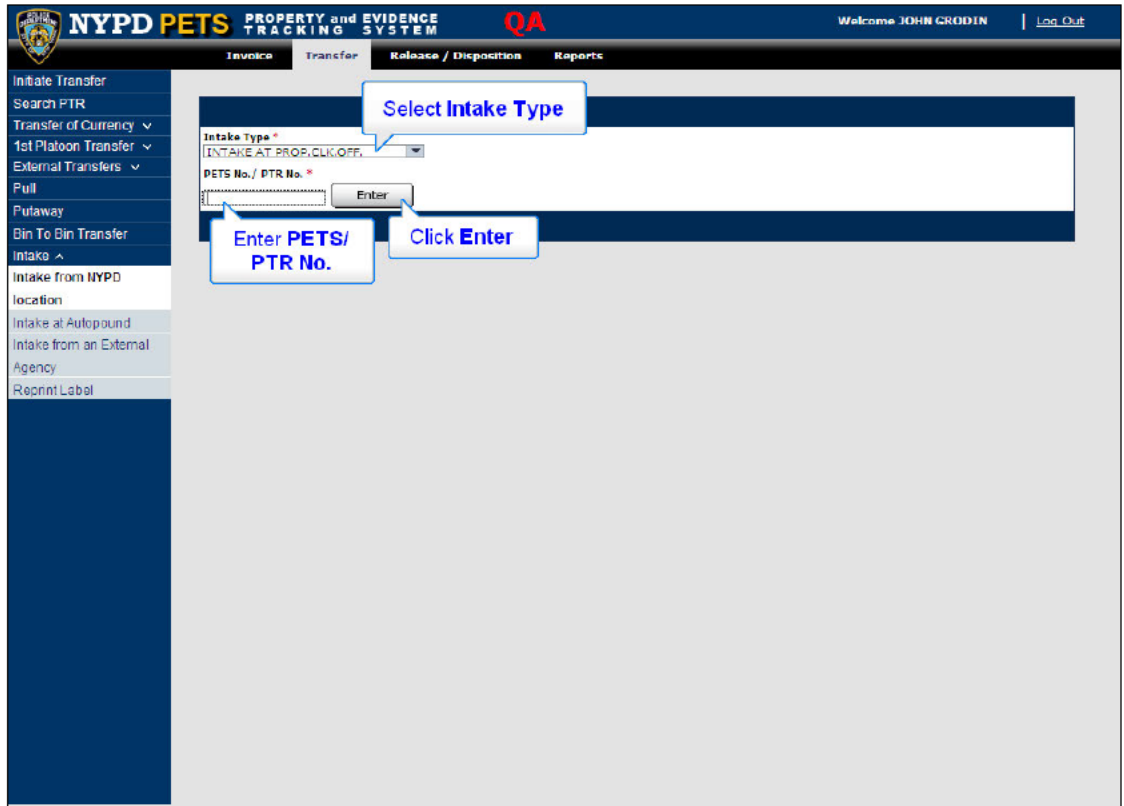
**Intake from NYPD location**


sub process.

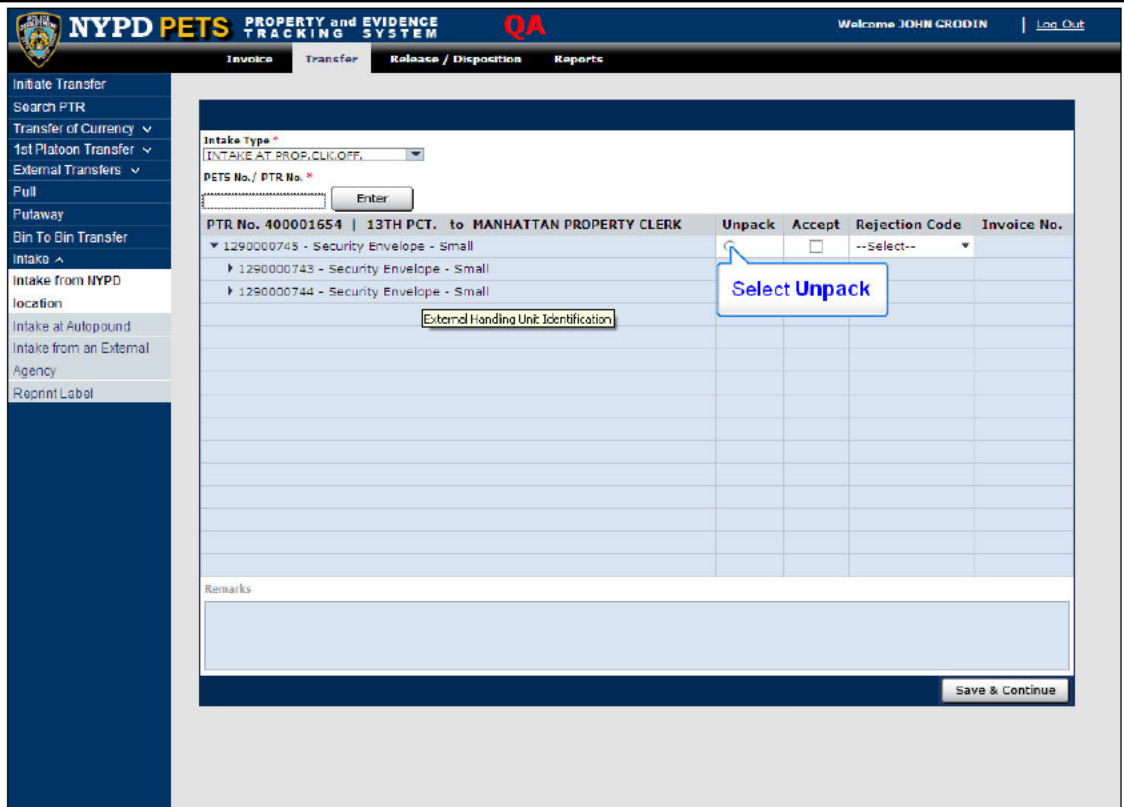
This screenshot is similar to the previous one, showing the same NYPD PETS interface. However, in the 'Transfer' sub-menu, the 'Intake' option is expanded to show a list of sub-processes: 'Intake from NYPD location', 'Intake at Auto', 'Intake from an Agency', and 'Reprint Label'. The 'Intake from NYPD location' option is highlighted with a blue background and a callout bubble that says 'Select Intake from NYPD Location'. The rest of the interface, including the top navigation and the 'Create PTR' workflow, remains the same.



57. Select the appropriate Intake Type from the drop down menu.
58. Enter or Scan the PETS No. or PTR No. that you wish to Intake.
59. Click 



60. The PTR line item details are displayed on the bottom half of the screen.
61. You can either accept or reject a property. If multiple line items exist, you need to unpack the line items to either accept or reject one of them.
62. To unpack the line item select 







# NYPD PETS

## PROPERTY and EVIDENCE TRACKING SYSTEM

Intake Property

63. The unpacked individual line items are now displayed on the bottom half of the screen.
64. Enter or Scan the PETS No. of the property you want to accept and click

Enter

PTR No.	1290000743	1290000744
Item 1	GENERAL PROPERTY   ACCESSORY   GLOVE	GENERAL PROPERTY   ACCESSORY   GLOVE
Color	BEIGE/TAN	BEIGE/TAN
Alarm	NO	NO
Qty	1	1

65. The Property is now available to be accepted or rejected.

PTR No.	1290000743	1290000744
Item 1	GENERAL PROPERTY   ACCESSORY   GLOVE	GENERAL PROPERTY   ACCESSORY   GLOVE
Color	BEIGE/TAN	BEIGE/TAN
Alarm	NO	NO
Qty	1	1



66. Click

Accept



to Accept the Property.

After clicking Accept, the column for Rejection Code for that property is grayed out.

The screenshot shows the NYPD PETS Intake Property screen. The left sidebar contains a list of actions: Initiate Transfer, Search PTR, Transfer of Currency, 1st Platoon Transfer, External Transfers, Pull, Putaway, Bin To Bin Transfer, Intake, Intake from NYPD location, Intake at Autopound, Intake from an External Agency, and Reprint Label. The main area displays the 'Intake Type' dropdown set to 'INTAKE AT PROP. CLK. OFF.'. Below this is the 'PTR No. / PTR No.' field with an 'Enter' button. The table below shows the intake details for PTR No. 400001654, 13TH PCT. to MANHATTAN PROPERTY CLERK. The table has columns: Unpack, Accept, Rejection Code, and Invoice No. The 'Accept' column has a checkbox that is checked. The 'Rejection Code' column is grayed out. A blue callout box points to the 'Accept' checkbox with the text 'Select Accept'. The 'Save & Continue' button is at the bottom right.

Unpack	Accept	Rejection Code	Invoice No.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	--Select--	1000002403
Inv No.: 1000002403   Item 1   GENERAL PROPERTY   ACCESSORY   GLOVE    Color: BEIGE/TAN   NYSPIN Alarm: NO Qty = 1			
<input type="checkbox"/>	<input type="checkbox"/>	--Select--	1000002403
Inv No.: 1000002403   Item 1   GENERAL PROPERTY   ACCESSORY   GLOVE    Color: BEIGE/TAN   NYSPIN Alarm: NO Qty = 1			

67. Enter or Scan the PETS No. of the Property you want to Reject and click

Enter

The screenshot shows the NYPD PETS Intake Property screen. The left sidebar contains a list of actions: Initiate Transfer, Search PTR, Transfer of Currency, 1st Platoon Transfer, External Transfers, Pull, Putaway, Bin To Bin Transfer, Intake, Intake from NYPD location, Intake at Autopound, Intake from an External Agency, and Reprint Label. The main area displays the 'Intake Type' dropdown set to 'INTAKE AT PROP. CLK. OFF.'. Below this is the 'PTR No. / PTR No.' field with an 'Enter' button. A blue callout box points to the 'Enter' button with the text 'Click Enter'. The table below shows the intake details for PTR No. 400001654, 13TH PCT. to MANHATTAN PROPERTY CLERK. The table has columns: Unpack, Accept, Rejection Code, and Invoice No. The 'Accept' column has a checkbox that is unchecked. The 'Rejection Code' column is grayed out. A blue callout box points to the 'PTR No. / PTR No.' field with the text 'Enter PETS No.'. The 'Save & Continue' button is at the bottom right.

Unpack	Accept	Rejection Code	Invoice No.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	--Select--	1000002403
Inv No.: 1000002403   Item 1   GENERAL PROPERTY   ACCESSORY   GLOVE    Color: BEIGE/TAN   NYSPIN Alarm: NO Qty = 1			
<input type="checkbox"/>	<input type="checkbox"/>	--Select--	1000002403
Inv No.: 1000002403   Item 1   GENERAL PROPERTY   ACCESSORY   GLOVE    Color: BEIGE/TAN   NYSPIN Alarm: NO Qty = 1			



68. The Property is now available to be accepted or rejected.

PTR No.	Intake Type	Unpack	Accept	Rejection Code	Invoice No.
1290000745	Security Envelope - Small	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--Select--	1000002403
1290000743	Security Envelope - Small	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--Select--	1000002403
1290000744	Security Envelope - Small	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--Select--	1000002403

69. Select the appropriate rejection reason

**Rejection Code**

--Select--

from the drop down menu.

After selecting Rejection Code, the column for that property is grayed out.

70. Once done, click

**Save & Continue**

PTR No.	Intake Type	Unpack	Accept	Rejection Code	Invoice No.
1290000745	Security Envelope - Small	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--Select--	1000002403
1290000743	Security Envelope - Small	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--Select--	1000002403
1290000744	Security Envelope - Small	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--Select--	1000002403



71. On the next screen click

**Preview Intake**

to Preview the Intake. (mandatory)

72. Once reviewed close the Preview window and enter your Login ID and Password.

**Sign**

Click to indicate your official Signoff as the Intake Officer. (mandatory)

73. Click

**Sign Off**

Signature is required before the intake can be finalized.

Intake Officer

1. **Preview Intake**

2. **Click Preview Intake**

I understand that signing and submitting this document in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document.

Signature

**Click Sign**

Remarks

**Click Sign Off**

Back Sign Off

74. Congratulations you have successfully completed the Intake of Property for Accepted line items.

**Print**

75. Click to generate the required output.

76. If any line items are rejected

**Continue**

will appear on the screen.

77. To complete the process for the Rejected item, click

**Continue**

Intake Completed

Inbound Delivery No. 400001654

**Click Continue**

Print Continue



78. The Search PTR screen now appears. A new PTR is created for the Rejected line item and is displayed on the bottom half of the screen.
79. The PTR generated needs to be re-packaged (if necessary) and signed to be returned to the Originating Destination.
80. Once done, the Intake process for the rejected line items will need to be completed.

### Notes:

- From the Intake Property Screen (step 10): You can view details of an Invoice by clicking on the desired Invoice No.

### Summary: Intake Property

You should now be able to Intake Property using the PETS No. or PTR No.

The following types of Intakes can be performed in this way:

- Intake at Auto Pound
- Intake at Bomb Squad, etc.
- Intake at Lab
- Intake at Patrol Borough
- Intake at Precinct
- Intake at Property Clerk Office
- Intake at Warehouse







## 20. Return to Owner

The following document explains how to Return Property to the Owner (RTO).

In order to Return Property to the Owner the Property must be in the custody of the Command processing the RTO and the Property must be eligible for release.

The user can Return Property from:

- A Precinct
- A PCD Borough
- A PCD Warehouse

Upon completion the user will be able to Return Property to the Owner.

### 20.1 Return to Owner: INITIAL SCREEN

Steps	Screen View
1. From the initial PETS screen, select the <b>Release / Disposition</b> tab.	 <p>The screenshot shows the NYPD PETS interface. At the top, there's a header with the NYPD logo, 'NYPD PETS', and 'PROPERTY and EVIDENCE TRACKING SYSTEM'. On the right, it says 'Welcome JOHN CRODIN' and 'Log Out'. Below the header is a navigation bar with tabs: 'Invoice', 'Transfer', 'Release / Disposition' (selected), and 'Reports'. A left sidebar contains a list of menu items: 'Search', 'New Invoice', 'Update', 'Pending Approvals', 'Request for Laboratory Examination', 'Request for Change Of Category', 'Request for Retention', 'Request for Hold', 'Print Invoice', 'Invoice Summary', 'Void', 'Vehicle Inspection', 'Putaway', and 'Putaway Portal'. The main content area is a form for creating a new invoice. It includes fields for 'Date From', 'Date To', 'Invoicing Command' (dropdown), 'Invoice No.', 'PETS No.', 'Storage No.', 'Officer Invoicing Officer', 'Tax No.', 'Last Name', 'First Name', 'Command Code' (dropdown), 'Individual Type' (dropdown), 'Last Name', 'First Name/ Business Name', 'Arrest No.', 'Complaint No.', 'Summons No.', 'Vehicle Plate No.', and 'VIN No.'. There is an 'Advanced Search' link and a 'Search Invoice' button at the bottom right of the form.</p>



2. From the Release / Disposition menu select

[Return to Owner](#)

The screenshot displays the NYPD PETS web application interface. The top navigation bar includes the NYPD logo, the title 'NYPD PETS PROPERTY and EVIDENCE TRACKING SYSTEM', and a user welcome message 'Welcome JOHN GRODIN' with a 'Log Out' link. Below the navigation bar, there are tabs for 'Invoice', 'Transfer', 'Release / Disposition', and 'Reports'. The 'Release / Disposition' tab is active, and a sub-menu is open showing options: 'Return to Owner', 'Select Invoice', 'Edit/Create RTO Req', 'Pick from Storage', 'Split Item To RTO', 'Repackage for Storage', and 'Signoff'. The 'Return to Owner' option is highlighted with a blue callout box labeled 'Select Return to Owner'. The main content area shows a 'Processing Command' section with a dropdown menu set to '45TH PCT.', an input field for 'Invoice No.', a 'Search Invoice' link, and a 'Submit' button.



### 20.2 Return to Owner: SELECT INVOICE

3. The Processing Command defaults.
4. Enter the Invoice No. of the Property to be Returned.
5. Click

#### Notes:

- From Select Invoice screen (Step 4): You can search Invoice by Clicking on [Search Invoice](#)



### 20.3 Return to Owner: EDIT/CREATE RTO REQUEST

- The Invoice line items and associated package details are displayed (Handling Unit details).
- Select the line item to be returned and click

Create RTO Request

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Return to Owner

Select Invoice > Edit/Create RTO Req > Pick from Storage > Split Item To RTO > Repackage for Storage > Signoff

Select Items to Pick from the Storage

Processing Command: 45TH PCT.

Invoice No.: 2000000911 Date: 9/6/2010

RTO Request No. Date: 9/6/2010

Invoice Status: OPEN

Select Handling Unit Details

<input checked="" type="checkbox"/>	Security Envelope - Small   PETS No.: 1290000803   45TH PCT.   Storage Location: Bronx Pct045-PROPR00M1   Status: Available
	Invoice No.: 2000000911   Item 1   5 EA   Handbag
	Invoice No.: 2000000911   Item 2   3 EA   Wallet

Back Create RTO Request

Click Create RTO Request





### 20.4 Return to Owner: SPLIT ITEM TO RTO

8. Select the item(s) to be returned

• ☒ Invoice No.:

9. If the line item quantity needs to be split (only partial quantity is being returned then click

**Split Selected**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM  
Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Return to Owner

Select Invoice > Edit/Create RTO Req > Pick from Storage > Split Item To RTO > Repackage for Storage > Signoff >

Select Items to be Returned to the Owner

Invoice No.: 2000000911 Date 9/6/2010  
RTO Request No: 200000332 Date 9/6/2010

Select	Packaging Details	Return
<input checked="" type="radio"/>	Security Envelope - Small   PETS No.: 1290000803	
<input checked="" type="radio"/>	Invoice No.: 2000000911   Item 1   5   Handbag	<input type="checkbox"/>
<input type="radio"/>	Invoice No.: 2000000911   Item 2   3   Wallet	<input type="checkbox"/>

Split Selected

Back Click Split Selected Save & Continue

10. The Item Details dialog window appears.

11. Enter the desired quantity to Return and click

**Go**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM  
Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Return to Owner

Select Invoice > Edit/Create RTO Req > Pick from Storage > Split Item To RTO > Repackage for Storage > Signoff >

Select Items to be Returned to the Owner

Invoice No.: 2000000911 Date 9/6/2010  
RTO Request No: 200000332 Date 9/6/2010

Select	Packaging Details	Return
<input checked="" type="radio"/>	Security Envelope - Small   PETS No.: 1290000803	
<input checked="" type="radio"/>	Invoice No.: 2000000911   Item 1   5   Handbag	<input type="checkbox"/>
<input type="radio"/>	Invoice No.: 2000000911   Item 2   3   Wallet	<input type="checkbox"/>

Split Selected

Back Save & Continue

**Item Details**

Enter the quantity to be returned and click on enter

Invoice No.: 2000000911 | Item 1 Qty(5.000) Return

Handbag	2	<input checked="" type="checkbox"/>
Handbag	0	<input type="checkbox"/>

Go Cancel

Click GO





### 20.5 Return to Owner: REPACKAGE FOR STORAGE

16. The Retained & RTO line items appear on the right side of the screen.
17. The bag that was opened to split the items for RTO still contains the items to be retained. It has to be repacked into another package. Indicate "Yes" to the bag in bag option and click

**Save & Continue**

The screenshot shows the 'Repackage for Storage' screen in the NYPD PETS system. The breadcrumb trail is: Select Invoice > Edit/Create RTO Req > Pick from Storage > Split Item To RTO > Repackage for Storage > Signoff. The main content area has two columns. The left column, 'Step 1: Select the item to be packaged adjust the quantity to be packaged if necessary.', contains a table with the following data:

Item	Org Qty	Description	Qty
1290000803	3	Security Envelope - Small	
2000002462	2	Return to Owner	

The right column, 'Step 2: Scan/Type the barcode of the Packaging Material / Label and then press "Pack" button', has a 'Package Barcode' field with a 'Pack' button. Below this is a dropdown menu showing the selected items from the table. At the bottom, there is a checkbox for 'Do you want to pack already barcoded package into another package (bag in bag)?' with 'Yes' selected. A 'Save & Continue' button is at the bottom right.

Click Save & Continue

18. The Bag in Bag packaging screen appears and all the items appear on the left side of the screen.
19. Select the open package containing the retained items by clicking on the check box
20. You can either scan or type the barcode of the new packaging material on the right side of the screen.

**Pack**

The screenshot shows the 'Repackage for Storage' screen in the NYPD PETS system, now at 'Step 4: Select the item to be repackaged.' The breadcrumb trail is: Select Invoice > Edit/Create RTO Req > Pick from Storage > Split Item To RTO > Repackage for Storage > Signoff. The left column shows the same table as before, but with a 'Select All' checkbox at the top. The right column, 'Step 5: Scan/ Type the Outermost Package Material / label.', has a 'Package Barcode' field with the value '1290000804' and a 'Pack' button. Below this is a dropdown menu. At the bottom, there is a checkbox for 'Do you want to pack already barcoded package into another package (bag in bag)?' with 'Yes' selected. A 'Save & Continue' button is at the bottom right.

Click Pack





### 20.6 Return to Owner: SIGN OFF

24. In the "Upload related Documents / Photographs" section select a document type from the drop down menu and upload (if available).

The screen shot shows an upload of an insurance card however different documents may be more appropriate.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Return to Owner

Document NYPD\_Sample Upload\_File.pdf successfully Uploaded.

Select Invoice > Edit/Create RTO Req > Pick from Storage > Split Item To RTO > Repackage for Storage > Signoff

Invoice No. 2000000911 Date 9/6/2010  
RTO Request No. 200000332 Date 9/6/2010

Upload related documents/ photographs


Select doc. type --Select-- Browse... Upload

Document Type	File Name	Delete
INSURANCE CARD	NYPD_Sample Upload_File.pdf	Delete

Claimant Details

Claimant Type: --Select--

Last Name: First Name: Middle Initial: Telephone No.:  
Address: Street: Apartment No.: City:  
State: Zip Code: Signature:

25. Select the Claimant Type from the drop down menu and enter the Claimant information.
26. Have the Claimant Sign using the Signature Pad
27. Once complete click  to indicate the Claimant's official Sign Off.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN GRODIN | Log Out

Invoice Transfer Release / Disposition Reports

Return to Owner

Select Invoice > Edit/Create RTO Req > Pick from Storage > Split Item To RTO > Repackage for Storage > Signoff

Invoice No. 2000000911 Date 9/6/2010  
RTO Request No. 200000332 Date 9/6/2010

Upload related documents/ photographs

Select doc. type --Select-- Browse... Upload

Document Type	File Name	Delete
INSURANCE CARD	NYPD_Sample Upload_File.pdf	Delete


Claimant Details

Claimant Type: Authorized Agent Card Reader

Last Name: JOE First Name: DAN Middle Initial: E Telephone No.: 5588996622  
Address: 12 Street: First Street Apartment No.: 12 City: New York  
State: New York Zip Code: 11016 Signature:

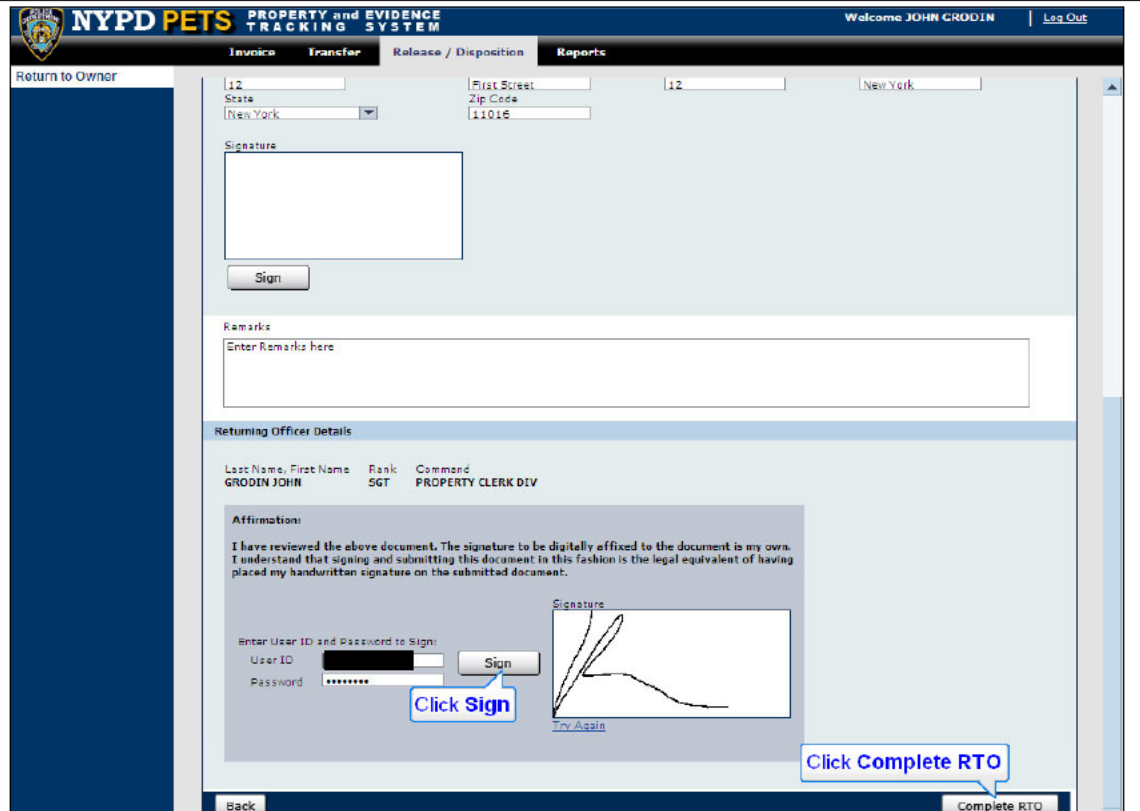




28. Once complete, enter your User ID and Password and

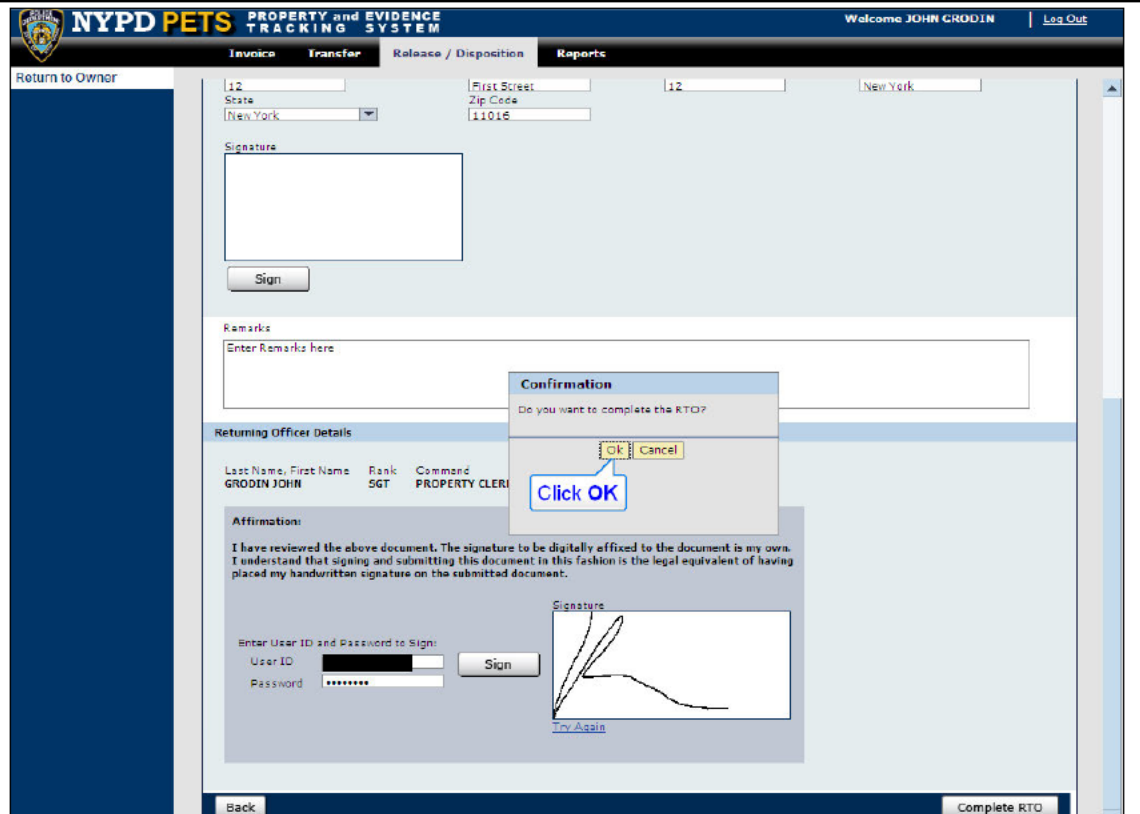
click  to indicate your official Sign Off as the Returning Officer.

29. Once done click





30. A Confirmation screen appears. Click  if you want to go back and edit the RTO information or click  to complete the RTO.







31. Congratulations you have successfully completed the RTO process.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome JOHN CRODIN | [Log Out](#)

[Invoice](#) [Transfer](#) [Release / Disposition](#) [Reports](#)

[Return to Owner](#)

- Partners are successfully added to the RTO delivery(ZPD\_MESSAGE,614)
- Split Delivery : 200000333 Created Successfully(ZPD\_MESSAGE,601)
- PTR Successfully deleted(ZPD\_MESSAGE,329)
- Signed Off completed successfully for 200000332(ZPD\_MESSAGE,170)
- Chain of Custody is successfully updated(ZPD\_MESSAGE,321)

[Select Invoice](#) [Edit/Create RTO Req](#) [Pick from Storage](#) [Split Item To RTO](#) [Repackage for Storage](#) [Signoff](#)

Invoice No. 2000000911 Date 0/6/2010  
RTO Request No. 200000332 Date 0/6/2010

Upload related documents/ photographs

Select doc. type: --Select-- [Browse...](#) [Upload](#)

Document Type	File Name	Delete
INSURANCE CARD	NYPD_Sample Upload File.pdf	<a href="#">Delete</a>

**Claimant Details**

Claimant Type: [Authorized Agent](#) Card Reader

Last Name: JOE First Name: GIAN Middle Initial: E Telephone No.: 5588996622  
Address: 12 Street: Apartment No.: 12 City: New York  
State: New York Zip Code: 11016

### Summary: Return to Owner

You should now be able to Return Property to the Owner (RTO).

**REMEMBER:** In order to Return Property to the Owner the Property must be in the custody of the Command processing the RTO and the Property must be eligible for Release.

The user can Return Property from:

- A Precinct
- A PCD Borough
- A PCD Warehouse





## 21. Physical Inventory

The following document explains how to perform a Physical Inventory of a precinct property room or any other storage location.

In order to complete the Physical Inventory Process you must first Create the Physical Inventory document and then Count the Physical Inventory of the chosen storage location. Once a Physical Inventory document is created all movements in or out of the storage location are BLOCKED until the Count is complete.

Upon completion the user will be able to Create a Physical Inventory document and Count the Physical Inventory.

### 21.1 Physical Inventory: START SCREEN

Steps	Screen View
32. From the initial PETS screen, select the <b>Invoice</b> tab.	<p>The screenshot displays the 'Select Invoice' screen within the NYPD PETS system. The interface includes a sidebar menu on the left with the following items: Search, New Invoice, Update, Request for Laboratory Examination, Vehicle Inspection, Invoice Summary, Print Invoice, Pending Approvals, Void Invoice, Request for Change Of Category, Request for Retention, Remove Retention, PCD Hold, Remove PCD Hold, Physical Inventory (selected), and Pulaway. The main content area is titled 'Select Invoice' and features a form with the following fields: Date From, Date To, Invoicing Command (dropdown), Invoice No., PETS No., Storage No., Officer Invoicing Officer, Tax No., Last Name, First Name, Command Code (dropdown), Individual Type (dropdown), Last Name, First Name/ Business Name, Arrest No., Complaint No., Summons No., Vehicle Plate No., and VIN No. At the bottom of the form, there is an 'Advanced Search' link and a 'Search Invoice' button. The top of the screen shows the NYPD PETS logo, the title 'PROPERTY and EVIDENCE TRACKING SYSTEM', and a user greeting 'Welcome GREGORY LOCKE' with a 'Log Out' link.</p>



#### Steps

33. From the Invoice menu select

**Physical Inventory** ▾

#### Screen View

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM  
Welcome GREGORY LOCKE | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice  
Update  
Request for Laboratory Examination  
Vehicle Inspection  
Invoice Summary  
Print Invoice  
Pending Approvals  
Void Invoice  
Request for Change Of Category  
Request for Retention  
Remove Retention  
PCD Hold  
Remove PCD Hold  
Physical Inventory ▾  
Putaway

Date From  Date To  Involving Command

Invoice No.  PETS No.  Storage No.

Officer  Tax No.  Last Name  First Name  Command Code

Individual Type  Last Name  First Name/ Business Name

Arrest No.  Complaint No.  Summons No.

Vehicle Plate No.  VIN No.

[Advanced Search](#)

Search Invoice

Select Physical Inventory

34. From the drop down menu select the

**Create Inventory**

sub process.

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM  
Welcome GREGORY LOCKE | Log Out

Invoice Transfer Release / Disposition Reports

Search

New Invoice  
Update  
Request for Laboratory Examination  
Vehicle Inspection  
Invoice Summary  
Print Invoice  
Pending Approvals  
Void Invoice  
Request for Change Of Category  
Request for Retention  
Remove Retention  
PCD Hold  
Remove PCD Hold  
Physical Inventory ▾  
Putaway

Date From  Date To  Involving Command

Invoice No.  PETS No.  Storage No.

Officer  Tax No.  Last Name  First Name  Command Code

Individual Type  Last Name  First Name/ Business Name

Arrest No.  Complaint No.  Summons No.

Vehicle Plate No.  VIN No.

[Advanced Search](#)

Search Invoice

Select Create Inventory



#### Steps

35. On the "Create Physical Inventory" screen, select the Storage Area (mandatory) & the Storage Section from the dropdown menus.

36. Click **List** to generate a list of all the Storage bins and the associated information.

37. If you wish to Add Additional Bins to the list, enter or scan the Storage bin # and click

**Add Additional Bin**

#### Screen View

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM  
Welcome GREGORY LOCKE | Log Out

Invoice Transfer Release / Disposition Reports

Search  
New Invoice  
Update  
Request for Laboratory Examination  
Vehicle Inspection  
Invoice Summary  
Print Invoice  
Pending Approvals  
Void Invoice  
Request for Change Of Category  
Request for Retention  
Remove Retention  
PCD Hold  
Remove PCD Hold  
Physical Inventory >  
Create Inventory  
Count Inventory  
Vehicle Inventory  
Putaway

Location Type \*  
Storage Facility \*  
Storage Area \*  
Storage Section

Practises  
13TH PCT.  
Precinct Storage  
General Property

Select Storage Area  
Select Storage Section

List  
Click List

Enter Storage Bin Add Additional Bin

38. The list of Storage Bins and their current status is displayed in the bottom half of the screen.

39. Select all the Storage Bins that you want to Inventory.

40. Click

**Save & Continue**

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM  
Welcome GREGORY LOCKE | Log Out

Invoice Transfer Release / Disposition Reports

Search  
New Invoice  
Update  
Request for Laboratory Examination  
Vehicle Inspection  
Invoice Summary  
Print Invoice  
Pending Approvals  
Void Invoice  
Request for Change Of Category  
Request for Retention  
Remove Retention  
PCD Hold  
Remove PCD Hold  
Physical Inventory >  
Create Inventory  
Count Inventory  
Vehicle Inventory  
Putaway

Location Type \*  
Storage Facility \*  
Storage Area \*  
Storage Section

Practises  
13TH PCT.  
Precinct Storage  
General Property

List

Enter Storage Bin Add Additional Bin

Select All

Storage Bin	Status
GENERAL	Storage bin is counted for the first time
PROPR00M1	Storage bin is counted for the first time
PROPR00M2	Storage bin is counted for the first time
TESTINV1	Last Counted On 09/14/2010 At 11:01:04
TESTINV22	Storage bin is counted for the first time

Select Storage Bin

Click Save & Continue

Save & Continue



#### Steps

41. The Physical Inventory Document is generated and displayed.
42. To begin Counting the Physical Inventory, click [Proceed to Count](#)

#### Screen View

The screenshot shows the 'Physical Inventory Document Creation Completed' screen. On the left is a navigation menu with options like Search, New Invoice, Update, Request for Laboratory Examination, Vehicle Inspection, Invoice Summary, Print Invoice, Pending Approvals, Void Invoice, Request for Change Of Category, Request for Retention, Remove Retention, PCD Hold, Remove PCD Hold, Physical Inventory, Create Inventory, Count Inventory, Vehicle Inventory, and Putaway. The 'Physical Inventory' menu item is expanded, showing 'Create Inventory', 'Count Inventory', 'Vehicle Inventory', and 'Putaway'. The main content area displays a table with two columns: 'Phy Inv Doc' and 'Storage Bin'. The first row contains the values '173' and 'PROPROOM1'. Below the table are buttons for 'Print' and 'Proceed to Count'. A blue callout box points to the 'Proceed to Count' button with the text 'Click Proceed to Count'.

Phy Inv Doc	Storage Bin
173	PROPROOM1

43. The Count Physical Inventory screen appears.
44. The Location Type, Storage Facility, Storage Area, and Storage Section are defaulted.
45. To view all the Inventory Documents meeting the criteria, click [View Inventory Documents](#)
46. All the Physical Inventory documents are displayed in the bottom half of the screen.
47. Select the desired Physical Inventory document and click [Save & Continue](#)

The screenshot shows the 'Physical Inventory Count' screen. It features the same navigation menu as the previous screen. The main content area has a form with dropdown menus for 'Location Type' (set to 'Precincts'), 'Storage Facility' (set to '13TH PCT.'), 'Storage Area' (set to 'Precinct Storage'), and 'Storage Section' (set to 'General Property'). Below these is a text field for 'Enter Storage Bin'. A 'View Inventory Documents' button is present. Further down is a form for 'Enter Inventory No.' with a 'Submit' button. At the bottom is a table with columns: 'Select', 'Phy Inv Doc', 'Command', 'Storage Area', 'Section', and 'Storage Location'. The first row contains the values '173', '13TH PCT.', 'Precinct Storage', 'General Property', and 'PROPROOM1'. A 'Save & Continue' button is at the bottom right. A blue callout box points to the 'Save & Continue' button with the text 'Click Save & Continue'.

Select	Phy Inv Doc	Command	Storage Area	Section	Storage Location
<input checked="" type="checkbox"/>	173	13TH PCT.	Precinct Storage	General Property	PROPROOM1





#### Steps

48. The Physical Inventory Document is displayed. The items listed represent the Inventory of the Storage Location at the time the Physical Inventory document was generated.

49. If the PETS Number is available in the storage bin then indicate

**Present**



else

indicate

**Not Present**



50. You can also scan the Package and press submit to mark it as "Present"

**Finish**

51. Click

#### Screen View

**NYPD PETS** PROPERTY and EVIDENCE TRACKING SYSTEM

Welcome GREGORY LOCKE | [Log Out](#)

**Invoice** Transfer Release / Disposition Reports

Search  
New Invoice  
Update  
Request for Laboratory Examination  
Vehicle Inspection  
Invoice Summary  
Print Invoice  
Pending Approvals  
Void Invoice  
Request for Change Of Category  
Request for Retention  
Remove Retention  
PCD Hold  
Remove PCD Hold  
Physical Inventory ^

Phy Inv Doc No: 170 Command: 10TH PCT. Storage Area: Precinct Storage Storage Location: PROPR00M1

Scan the PETS No.  **Submit**

PETS Number	Packaging Material	Property Type	Invoice Number	Present	Not Present
1200000353	Security Envelope - Small	CURRENCY	1000000530	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1230001116	Security Envelope - Small	GENERAL PROPERTY	1000002319	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1290000758	Security Envelope - Small	GENERAL PROPERTY	1000002311	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1290000759	Security Envelope - Small	GENERAL PROPERTY	1000002311	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1299001004	Security Envelope - Small	GENERAL PROPERTY		<input checked="" type="checkbox"/>	<input type="checkbox"/>
1299001005	Security Envelope - Small	GENERAL PROPERTY		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2000003795	BECS Barrel	GENERAL PROPERTY	1000002228	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2000003890	BECS Barrel	GENERAL PROPERTY	1000002262	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# of Pets # In Phy Inv Doc: 8  
# of Pets # Scanned: 7

**Back** **Finish**

Indicate Present / Not Present

Click Finish



#### Steps

52. A Confirmation dialog box appears.
53. Click **OK**
54. Congratulations, The Physical Inventory document was created and the Count of the Physical Inventory was completed.

#### Screen View

The screenshot shows the NYPD PETS Physical Inventory system interface. On the left is a navigation menu with options like Search, New Invoice, Update, Request for Laboratory Examination, Vehicle Inspection, Invoice Summary, Print Invoice, Pending Approvals, Void Invoice, Request for Change Of Category, Request for Retention, Remove Retention, PCD Hold, Remove PCD Hold, Physical Inventory, Create Inventory, Count Inventory, Vehicle Inventory, and Putaway. The main area displays a table of physical inventory items with columns for PETS Number, Packaging Material, Property Type, Invoice Number, Present, and Not Present. A confirmation dialog box is overlaid on the table, stating 'Physical Inventory Document has been Counted Successfully' with an 'OK' button. Below the table, it shows '# of Pets in Phy Inv Doc: 8' and '# of Pets # Scanned: 8'. At the bottom right of the dialog is a 'Click OK' button.

PETS Number	Packaging Material	Property Type	Invoice Number	Present	Not Present
1200000353	Security Envelope - Small	CURRENCY	1000000530	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1230001116	Security Envelope - Small	GENERAL PROPERTY	1000002319	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1290000758	Security Envelope - Small	GENERAL PROPERTY	1000002311	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1290000759	Security Envelope - Small	GENERAL PROPERTY	1000002311	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1299001004	Security Envelope - Small	GENERAL PROPERTY		<input checked="" type="checkbox"/>	<input type="checkbox"/>
1299001005	Security Envelope - Small	GENERAL PROPERTY		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2000003795	BECS Barrel	GENERAL PROPERTY	1000002228	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2000003890	BECS Barrel			<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### Notes:

- The User can also start the Count of the Physical Inventory by selecting **Count Physical Inventory** on the Reports Menu Bar.

#### Summary: Physical Inventory

You should now be able to create a Physical Inventory document and Count the Physical Inventory.

**REMEMBER:** Once a Physical Inventory document is created all movements in or out of the storage location are BLOCKED until the Count is complete.





